



**SOUTH  
PIEDMONT  
COMMUNITY COLLEGE**

**2018-2019  
College Catalog**



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# **SOUTH PIEDMONT COMMUNITY COLLEGE**

**Serving Anson and Union Counties  
2018 - 2019 Catalog**

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South Piedmont Community College  
is a member  
of the North Carolina Community College System

The official 2018-2019 College Catalog may be found on the website at [www.spcc.edu](http://www.spcc.edu).



### ACCREDITATION

South Piedmont Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Piedmont Community College.

The Commission may be contacted for the following reasons: 1) to learn about the accreditation status of South Piedmont Community College, 2) to file a third party comment at the time of the SACSCOC South Piedmont Community College decennial review, 3) to file a complaint against South Piedmont Community College for significant non-compliance with a SACSCOC standard or requirement.

Normal inquiries about South Piedmont Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to South Piedmont Community College and not to the Commission on Colleges.

### STATE AUTHORIZATION

South Piedmont Community College ensures compliance with State Authorization requirements prescribed by 34 CFR Part §600.9, regarding the offering of online/distance education programs, which states:

*If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request. (Authority: 20 U.S.C. 1001 and 1002)*

### NON-DISCRIMINATION STATEMENT

The Board of Trustees and the administration of South Piedmont Community College (SPCC) are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SPCC does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, gender, age, disability, or political affiliation. SPCC commits itself to positive action to secure equal opportunity regardless of those characteristics. Should an employee or student feel his/her rights under Title VI, VII, or IX have been violated, he/she may submit a harassment complaint, including sexual harassment, to the Human Resources Office by mail at PO Box 126, Polkton, NC 28135. Complaints may also be faxed to 704-272-5336 or emailed to [lsellers@spcc.edu](mailto:lsellers@spcc.edu) or [eclodfelter@spcc.edu](mailto:eclodfelter@spcc.edu). Correspondents will be directed to the Title IX Employee Coordinator, Lauren Sellers, Associate Vice President of Human Resources and Payroll and/or Title IX Student Coordinator, Elaine Clodfelter, Vice President of Student Services.

### THE CATALOG

This catalog is effective July 1, 2018, to June 30, 2019. This catalog is for information only and does not constitute a contract between the student and the College. South Piedmont Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the NC General Assembly, the State Board of Community Colleges, and/or the SPCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this catalog. The NC General Assembly may make changes in tuition without notice.



## MESSAGE FROM THE PRESIDENT



### WELCOME TO SOUTH PIEDMONT COMMUNITY COLLEGE!

A good education is foundational to achieving your dreams. By choosing South Piedmont Community College, you have joined a diverse and growing community of people who have decided to make their lives and their communities better through education. It is a decision that positions you well to find your own success—no matter how you define it. South Piedmont has a proven record of preparing students for good jobs with great futures or for success at four-year colleges and universities.

While we strive to make the South Piedmont experience as smooth as possible, navigating college can be complicated and daunting. We understand that. The faculty and staff of South Piedmont are committed to your success, and that means we are prepared to support you every step of the way. Each of us, along with valuable resources like our Academic Support Center and our libraries, are always here to help you.

One of the most important things you can do for yourself is to get involved. Get to know your classmates, but beyond that, I encourage you to take advantage of all that the SPCC experience has to offer. South Piedmont offers a variety of ways to enrich your learning experience and to just have fun with your classmates. Whether it's joining a club, being active in our Student Government Association, or attending one of the many student activities held throughout the year, find your place at SPCC.

I speak for the entire faculty and staff of South Piedmont Community College when I say that we're excited that you are here, and we are looking forward to helping you find success.

Welcome to South Piedmont Community College—you've come to the right place!

Dr. Maria Pharr

President

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## HISTORY OF THE COLLEGE

South Piedmont is North Carolina's newest community college, having been created in 1999 by the North Carolina General Assembly. The legislature's action abolished Anson Community College and assigned the new college's service area as Anson and Union counties in south-central North Carolina.

South Piedmont is in the unique position of being a new institution with a proud history. The institution traces its roots to 1962, with the founding of the Ansonville unit of the Charlotte Industrial Education Center. In collaboration with Stanly Community College, it also provided years of service in Union County as Union Technical Education Center.

The institution was originally designated as the Ansonville Industrial Education Center in November 1962 by action of the State Department of Public Instruction. On December 2, 1967, the Anson County Board of Education and County Commissioners officially appointed a local Board of Trustees. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

Further progress, larger enrollment, and additional support from the community, especially Polkton Mayor W. Cliff Martin, enabled Anson Technical Institute to acquire land, obtain additional funds, and complete construction of a 28,000-square-foot building in Polkton in 1977. To better reflect the offerings of the institution, the Board of Trustees on June 7, 1979, changed the name to Anson Technical College.

In 1981, Union Technical Education Consortium was created when Central Piedmont Community College voluntarily withdrew from Union County and the North Carolina Department of Community Colleges authorized service in the county by a consortium of Anson and Stanly community colleges.

Effective November 1, 1987, the official name of Anson Technical College was changed to Anson Community College.

On May 19, 1999, Gov. Jim Hunt signed a bill, based upon recommendations of an independent study team, that abolished Anson Community College and Union Technical Education Center and created North Carolina's newest community college. The signing of this bill created a single college with two campuses, one in Anson County and one in Union County, to serve the residents of both counties, and a new 14-member Board of Trustees was appointed.

The new college was named South Piedmont Community College on August 3, 1999, using one of the 441 different names suggested during a contest held in July.

South Piedmont expanded its operations, adding new buildings at the L. L. Polk Campus in Polkton, adding a new campus at Old Charlotte Highway, Monroe, and opening the Lockhart-Taylor Center in Wadesboro. The Center for Technology and Health Education was opened at the Old Charlotte Highway Campus in 2013, and renamed the Tyson Family Center for Technology in 2016.

SPCC continues to improve program offerings, shaping them to meet the needs of students and employers in the area. In fall 2017, credit programs served 2,996 students, while non-credit programs served 3,099.

## STRATEGIC PLAN 2018-2021

As a learning college, South Piedmont Community College (SPCC) promotes and celebrates learning as the process that changes and improves lives. This applies to our students, employees, and the college itself. We are an organization in which people continually expand their ability to grow and learn.

The Strategic Plan highlights this emphasis on learning through our Vision (what we want to be), Mission (who we are), Values (what directs our decisions), and Strategic Areas of Focus (goals we endeavor to attain in fulfilling our Vision and Mission).

### **Our Vision is:**

To be the premier community college of choice, offering university transfer, career and technical education, and workforce and economic development programming to prepare students to be productive citizens in the global community.

### **Our Mission is:**

To foster life-long learning, student success, and workforce and community development.

### **Our Values are:**

Quality, Service, Stewardship, and Respect.

### **Our Focus Areas are:**

- **Student Success:** Enhance the learning environment to increase student goal achievement.
- **Business/Industry Partnerships:** Enhance business and industry partnerships to provide programming that meets the current and future needs of employers.
- **Growth:** Increase the percentage of Union and Anson county residents pursuing education or training through South Piedmont Community College.
- **Alternative Funding:** Increase non-state funding through grants, fundraising, and funding partnerships.
- **Value-Driven Culture:** Foster a culture that supports the college values of quality, service, stewardship, and respect.



## CORE SKILLS AND LEARNING OUTCOMES

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical competencies for student achievement and lifelong learning in today's global economy. These critical competencies are supported by five (5) core skills with measurable learning outcomes which are integrated into the curriculum course instruction and activities. The SPCC Core Skills and learning outcomes are:

### Critical Thinking

- The learner will identify, interpret, analyze, or synthesize problems before developing and implementing solutions in a manner effective and appropriate for the intended audience.

### Cultural Literacy

- The learner will demonstrate a "set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts." (Bennett, M., 2008)

### Oral Communication

- The learner will exchange ideas and information with others using the spoken word in a manner effective and appropriate for the intended audience.

### Technology

- The learner will select and use technology to access, process, and exchange information in a manner effective and appropriate for the intended audience.

### Written Communication

- The learner will exchange ideas and information with others using text in a manner effective and appropriate for the intended audience.

## LEARNING OUTCOMES AND ASSESSMENT

At SPCC, all students participate in learning outcomes assessment. This helps answer the fundamental questions: Are you, as a student, learning? How do we, as an institution, and you, as a student, know? All curriculum programs at SPCC have **program learning outcomes** and **course learning outcomes**.

**Program learning outcomes** answer the question: What kind of skills and knowledge should graduates demonstrate after completing this academic program? Program learning outcome statements focus on the broad skill sets and knowledge that are specific to that academic program. Program advisors can help students discover what will be learned in their program of choice.

**Course learning outcomes** describe the knowledge and skills that will be learned in a course. Course learning outcomes are the building blocks that form the foundation for the program learning outcomes. Students should check their course syllabus to find the learning outcomes specific to each course.

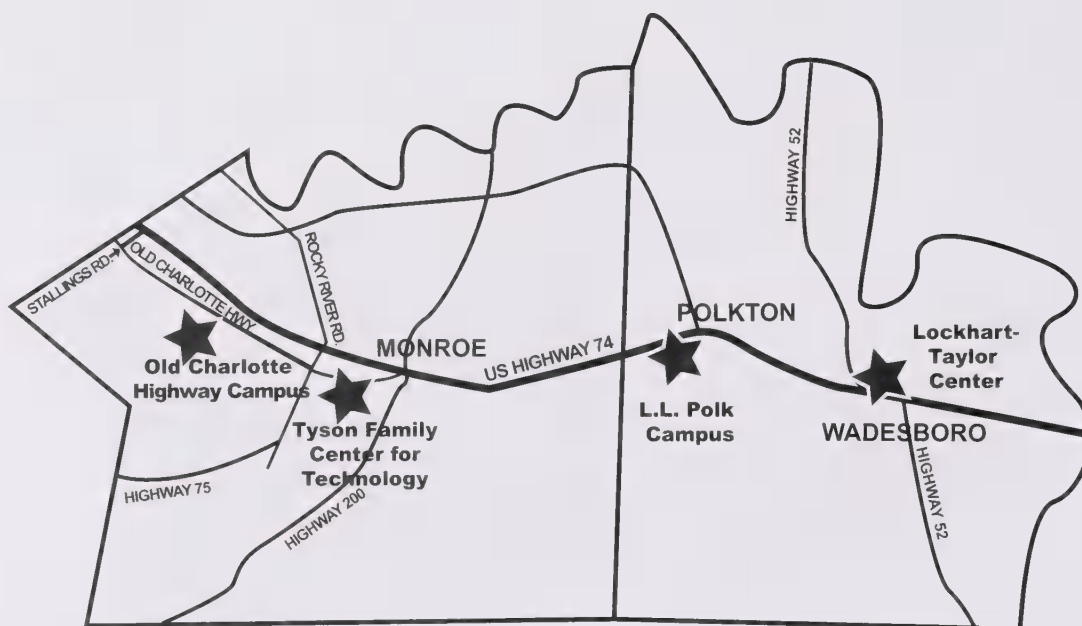
**Core Skill Outcomes**, sometimes referred to as employability or soft skills, are skills that competent and valuable employees in any field or industry should demonstrate. As an institution, SPCC has identified five (5) core skill outcomes that graduates of every associate's degree program should acquire. They are: Critical Thinking, Technology, Written Communication, Oral Communication, and Cultural Literacy.

Results of all learning outcomes assessments are analyzed by instructors using data from artifacts submitted in Taskstream, the College's online management system for evaluating student learning. Decisions about continuous improvement in learning are made in a systematic way to determine what students have learned and how learning can be improved. The College reserves the right to share samples of student work with regulatory and accrediting bodies when necessary.

## HOURS OF OPERATION

South Piedmont Community College offers classes, workshops, and seminars six days a week at various times and locations. The College's normal business hours are Monday through Thursday from 8 a.m. until 5 p.m. and Friday from 8 a.m. until 3 p.m. Hours may be extended during registration periods. Summer hours of operation may differ at all locations.

To obtain information regarding the College and its programs and services to the community, check our website, [www.spcc.edu](http://www.spcc.edu), or call:



### Union County

#### Old Charlotte Hwy. Campus, Monroe

704-290-5100  
800-766-0319  
FAX: 704-290-5250

#### Tyson Family Center for Technology

704-290-5100  
800-766-0319  
FAX: 704-290-5250

### Anson County

#### L. L. Polk Campus, Polkton

704-272-5300  
800-766-0319  
FAX: 704-272-5350

#### Lockhart-Taylor Center, Wadesboro

704-272-5300  
800-766-0319  
FAX: 704-993-2435

## PERFORMANCE MEASURES AND STANDARDS

In February 1999, the North Carolina State Board of Community Colleges adopted 12 performance measures for accountability. Amended in 2007, the performance measures for accountability were modified to eight (8) measures. Effective 2013 the Performance Measures for Student Success Report utilizes new measures, goals, and baselines adopted and approved June 2012. The baselines and goals are reviewed every three years to ensure the methods and measures for evaluating colleges are current and remain focused on improving student success. The most recent review in 2015 resulted in the following seven measures being approved and adopted by the General Assembly in 2016.

All community colleges are required to publish their performance on the measures annually in their electronic catalog or on the Internet and in their printed catalog. The most current Performance Measures and results are as follows:

Data Source: 2018 Performance Measures for Student Success

Performance Measure	System Goal / Baseline	SPCC's Performance
Basic Skills Student Progress	68.3% / 34.5%	57.0%
Student Success Rate in College-Level English courses	55.9% / 23.8%	44.3%
Student Success Rate in College-Level Math Courses	32.5% / 10.1%	30.5%
First Year Progression	75.0% / 54.1%	70.0%
Curriculum Student Completion Rate	51.9% / 35.9%	39.4%
Licensure and Certification Passing Rate	90.9% / 69.9%	79.0%
College Transfer Performance	87.6% / 65.1%	81.3%

The North Carolina Community College System website, [www.ncccommunitycolleges.edu](http://www.ncccommunitycolleges.edu), contains details about the Performance Measures and Standards.

Visit [www.ncccommunitycolleges.edu/analytics/state-performance-measures](http://www.ncccommunitycolleges.edu/analytics/state-performance-measures). Click on 2018 Performance Measures for Student Success Report.



## ACADEMIC CALENDAR 2018 - 2019

*SCHEDULE CHANGES WILL BE PERMITTED PRIOR TO CLASS CENSUS DATE (10 PERCENT POINT);  
DROP CLASS WITH REFUND WILL BE PERMITTED ON OR PRIOR TO CLASS CENSUS DATE*

### FALL SEMESTER 2018 (16 Weeks)

August 13 .....	First Day of Classes
September 3 .....	Labor Day Holiday (College Closed)
October 9-10 .....	Student Break (No Classes)
October 11 .....	Classes Resume
October 22 .....	Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
November 1 .....	Last Day for Student Initiated Withdrawal (16-Week Session)
November 19 - 25 .....	Fall Break (No Classes)
November 21 - 25 .....	Thanksgiving Holidays (College Closed)
November 26 .....	Classes Resume
December 12 .....	Fall Semester Ends

### FALL SEMESTER 2018 (12 Weeks)

September 11 .....	First Day of 12-Week Session
October 9-10 .....	Student Break (No Classes)
November 1 .....	Financial Aid Withdrawal Penalty Period Ends (12-Week Session)
November 9 .....	Last Day for Student Initiated Withdrawal (12-Week Session)
November 19 - 25 .....	Fall Break (No Classes)
December 12 .....	End of 12-Week Session

### FALL SEMESTER 2018 (8-Week Sessions)

August 13 .....	First Day of 1 <sup>st</sup> 8-Week Session
September 3 .....	Labor Day Holiday (College Closed)
September 14 .....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 8-Week Session)
September 20 .....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 8-Week Session)
October 8 .....	End of 1 <sup>st</sup> 8-Week Session
October 9-10 .....	Student Break (No Classes)
October 11 .....	First Day of 2 <sup>nd</sup> 8-Week Session
November 13 .....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 8-Week Session)
November 19 - 25 .....	Fall Break (No Classes)
November 26 .....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 8-Week Session)
December 12 .....	End of 2 <sup>nd</sup> 8-Week Session

### FALL SEMESTER 2018 (5-Week Sessions)

August 13 .....	First Day of 1 <sup>st</sup> 5-Week Session
September 3 .....	Labor Day Holiday (College Closed)
August 31 .....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 5-Week Session)
September 6 .....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 5-Week Session)

September 17 .....	End of 1 <sup>st</sup> 5-Week Session
September 18 .....	First Day of 2 <sup>nd</sup> 5-Week Session
October 8 .....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 5-Week Session)
October 9-10 .....	Student Break (No Classes)
October 15 .....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 5-Week Session)
October 24 .....	End of 2 <sup>nd</sup> 5-Week Session
October 25 .....	First Day of 3 <sup>rd</sup> 5-Week Session
November 14 .....	Financial Aid Withdrawal Penalty Period Ends (3 <sup>rd</sup> 5-Week Session)
November 19 - 25 .....	Fall Break (No Classes)
November 26 .....	Last Day for Student Initiated Withdrawal (3 <sup>rd</sup> 5-Week Session)
December 5 .....	End of 3 <sup>rd</sup> 5-Week Session

### **FALL SEMESTER 2018 (4-Week Sessions)**

August 13 .....	First Day of 1 <sup>st</sup> 4-Week Session
August 28 .....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 4-Week Session)
August 30 .....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 4-Week Session)
September 3 .....	Labor Day Holiday (College Closed)
September 10 .....	End of 1 <sup>st</sup> 4-Week Session
September 11 .....	First Day of 2 <sup>nd</sup> 4-Week Session
September 26 .....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 4-Week Session)
September 28 .....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 4-Week Session)
October 8 .....	End of 2 <sup>nd</sup> 4-Week Session
October 9-10 .....	Student Break (No Classes)
October 11 .....	First Day of 3 <sup>rd</sup> 4-Week Session
October 26 .....	Financial Aid Withdrawal Penalty Period Ends (3 <sup>rd</sup> 4-Week Session)
October 30 .....	Last Day for Student Initiated Withdrawal (3 <sup>rd</sup> 4-Week Session)
November 7 .....	End of 3 <sup>rd</sup> 4-Week Session
November 8 .....	First Day of 4 <sup>th</sup> 4-Week Session
November 19 - 25 .....	Fall Break (No Classes)
November 30 .....	Financial Aid Withdrawal Penalty Period Ends (4 <sup>th</sup> 4-Week Session)
December 4 .....	Last Day for Student Initiated Withdrawal (4 <sup>th</sup> 4-Week Session)
December 12 .....	End of 4 <sup>th</sup> 4-Week Session

### **SPRING SEMESTER 2019 (16 Weeks)**

January 7 .....	First Day of Classes
January 21 .....	Martin Luther King Jr. Holiday (College Closed)
March 5 .....	Student Break (No Classes)
March 15 .....	Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
March 27 .....	Last Day for Student Initiated Withdrawal (16-Week Session)
April 15 -21 .....	Spring Break (No Classes)

April 19-21 .....	Easter Holiday (College Closed)
April 22 .....	Classes Resume
May 7 .....	Spring Semester Ends
May 9 .....	Graduation

### **SPRING SEMESTER 2019 (12 Weeks)**

February 5 .....	First Day of 12-Week Session
March 27 .....	Financial Aid Withdrawal Penalty Period Ends (12-Week Session)
April 4 .....	Last Day for Student Initiated Withdrawal (12-Week Session)
April 15-21 .....	Spring Break (No Classes)
April 19-21 .....	Easter Holiday (College Closed)
May 7 .....	End of 12-Week Session

### **SPRING SEMESTER 2019 (8-Week Sessions)**

January 7 .....	First Day of 1 <sup>st</sup> 8-Week Session
January 21 .....	Martin Luther King Jr. Holiday (College Closed)
February 8 .....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 8-Week Session)
February 14 .....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 8-Week Session)
March 4 .....	End of 1 <sup>st</sup> 8-Week Session
March 6 .....	First Day of 2 <sup>nd</sup> 8-Week Session
April 8 .....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 8-Week Session)
April 12 .....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 8-Week Session)
April 15-21 .....	Spring Break (No Classes)
April 19-21 .....	Easter Holiday (College Closed)
May 7 .....	End of 2 <sup>nd</sup> 8-Week Session

### **SPRING SEMESTER 2019 (5-Week Sessions)**

January 7 .....	First Day of 1 <sup>st</sup> 5-Week Session
January 21 .....	Martin Luther King Jr. Holiday (College Closed)
January 28 .....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 5-Week Session)
January 31 .....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 5-Week Session)
February 11 .....	End of 1 <sup>st</sup> 5-Week Session
February 12 .....	First Day of 2 <sup>nd</sup> 5-Week Session
March 4 .....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 5-Week Session)
March 7 .....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 5-Week Session)
March 19 .....	End of 2 <sup>nd</sup> 5-Week Session
March 20 .....	First Day of 3 <sup>rd</sup> 5-Week Session
April 9 .....	Financial Aid Withdrawal Penalty Period Ends (3 <sup>rd</sup> 5-Week Session)
April 12 .....	Last Day for Student Initiated Withdrawal (3 <sup>rd</sup> 5-Week Session)
April 15-21 .....	Spring Break (No Classes)
April 19-21 .....	Easter Holiday (College Closed)
April 30 .....	End of 3 <sup>rd</sup> 5-Week Session



**SPRING SEMESTER 2019 (4-Week Sessions)**

January 7 .....	First Day of 1 <sup>st</sup> 4-Week Session
January 21 .....	Martin Luther King Jr. Holiday (College Closed)
January 23 .....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 4-Week Session)
January 25 .....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 4-Week Session)
February 4 .....	End of 1 <sup>st</sup> 4-Week Session
February 5 .....	First Day of 2 <sup>nd</sup> 4-Week Session
February 20 .....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 4-Week Session)
February 22 .....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 4-Week Session)
March 4 .....	End of 2 <sup>nd</sup> 4-Week Session
March 6 .....	First Day of 3 <sup>rd</sup> 4-Week Session
March 21 .....	Financial Aid Withdrawal Penalty Period Ends (3 <sup>rd</sup> 4-Week Session)
March 25 .....	Last Day for Student Initiated Withdrawal (3 <sup>rd</sup> 4-Week Session)
April 2 .....	End of 3 <sup>rd</sup> 4-Week Session
April 3 .....	First Day of 4 <sup>th</sup> 4-Week Session
April 15-21 .....	Spring Break (No Classes)
April 19-21 .....	Easter Holiday (College Closed)
April 25 .....	Financial Aid Withdrawal Penalty Period Ends (4 <sup>th</sup> 4-Week Session)
April 29 .....	Last Day for Student Initiated Withdrawal (4 <sup>th</sup> 4-Week Session)
May 7 .....	End of 4 <sup>th</sup> 4-Week Session

**SUMMER TERM 2019 (8 WEEKS)**

May 27 .....	Memorial Day Holiday (College Closed)
May 29 .....	First Day of Classes
June 26 .....	Student Break (No Classes)
July 3 .....	Financial Aid Withdrawal Penalty Period Ends (8-Week Session)
July 4 .....	Independence Day Holiday (College Closed)
July 10 .....	Last Day for Student Initiated Withdrawal (8-Week Session)
July 25 .....	End of Summer Term

**SUMMER TERM 2019 (4-WEEK SESSIONS)**

May 29 .....	First Day of Classes
June 13 .....	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 4-Week Session)
June 18 .....	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 4-Week Session)
June 25 .....	End of 1 <sup>st</sup> 4-Week Session
June 27 .....	First Day of 2 <sup>nd</sup> 4-Week Session
July 4 .....	Independence Day Holiday (College Closed)
July 16 .....	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 4-Week Session)
July 18 .....	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 4-Week Session)
July 25 .....	End of Summer Term



# ADMISSIONS

## Admissions Policy

South Piedmont Community College subscribes to the "open door" policy established by the North Carolina Community College System. The College will admit all applicants who:

- are a legal resident of the United States and who either:
- are high school graduates or are at least 18 years of age

The College will admit an undocumented immigrant as an out-of-state resident, regardless of where the applicant resides, only if the applicant has attended and graduated from a United States public school, private high school, or home school that operates in compliance with state and local law.

Please note that admission to the College does not guarantee admission to specific academic programs. Students must meet additional requirements for admission to individual programs. These requirements can be found in the college catalog under Admissions Procedures.

The College serves all students regardless of race, color, sex, creed, national origin, age, or disability.

Pursuant to the State Board of Community College Code (1D SBCCC 400.2), SPCC reserves the right to deny admission to any applicant or student:

- during any period of time that the student is suspended or expelled from another educational entity.
- to programs offered where high school students reside (physically or virtually) that require compliance with the Jessica Lunsford Act;
- when there is articulable, imminent, and significant threat to the applicant or other individuals;
- who is not a North Carolina resident who seeks enrollment in any distance education course only if that applicant resides in a state where the college is not authorized to provide distance education in that state.

## Admissions Procedures and Information

New students are urged to **complete the admissions process at least two (2) weeks prior to registration and apply for financial aid at least eight (8) weeks prior to registration**. Students must allow a minimum of three business days for application processing. Beginning October 2017, all students applying to SPCC must have a Residency Certification Number (RCN). A RCN is provided to the student upon completion of the Residency Determination form on CFNC.org. Applicants to an SPCC health program should refer to [www.spcc.edu](http://www.spcc.edu) for the admissions requirements for that specific health program.

Students interested in pursuing a program of study/major **MUST** complete all admissions requirements prior to first-time enrollment. Once all admissions requirements listed below are complete, students will be placed into their program of study and may receive financial aid if eligible. Applicants wishing to register for classes prior to completing his/her admissions file may do so as a Special Credit student. **Special Credit students are not eligible for financial aid**. To ensure financial aid is in place, applicants should make sure the admissions file is complete at least two (2) weeks prior to registration.

### Complete the SPCC Application for Admission

- Complete an application for admission online at [www.spcc.edu](http://www.spcc.edu). Students who already have an account with CFNC can use existing login information to fill out SPCC's application. Those who don't have an account with CFNC may create one prior to filling out the application. Students without access to the Internet may use SPCC's computers to complete this part of the process.

### Submit official high school, high school equivalency, or Adult High School transcript

- It is the student's responsibility to request this transcript from the appropriate educational institution. It is also the student's responsibility to pay any applicable fees to the appropriate institution.

- Official transcripts should be mailed directly from the high school, high school equivalency office, or adult high school to SPCC. Unofficial (student issued, faxed, or e-mailed) transcripts will not be accepted.
- Students who graduated from the high school equivalency program at South Piedmont Community College may request a copy of their scores from SPCC's Basic Skills Department in lieu of an official transcript.
- Anyone who plans to submit a high school transcript from non-public institutions or online high school programs must contact South Piedmont Community College's Admissions Office to determine if the transcript is acceptable for admission into their program of study.
- Students with a bachelor's degree or higher who submit official college transcripts showing degree completion are not required to submit high school transcripts.

**Submit official transcripts from all colleges listed on the admissions application**

- Transcripts may be sent from the college electronically through a secure provider such as E-scrip, National Student Clearinghouse, ScripSafe, etc. Contact previous college for details.
- All foreign transcripts (secondary and post-secondary) must be evaluated by an authorized evaluation agency at the student's expense. Post-secondary evaluations must include grades, course descriptions, and grading scale.
- A college transcript waiver may be available for extenuating circumstances.
- After official transcripts have been received, submit a completed Transcript Evaluation Request form to the Registrar for evaluation of prior course credit.

**Prepare for and take the College Placement Test (CPT)**

- Testing times and dates vary depending on the type of test and campus location. Testing dates and times can be found at [www.spcc.edu](http://www.spcc.edu) when making an appointment. Preparing for the test by using the study guide found at [www.spcc.edu](http://www.spcc.edu) is strongly recommended. The purpose of the College Placement Test (CPT) is to enhance success as an SPCC student. It helps each student to determine skills in reading, English, and mathematics. Skills identified through the test, along with advisor guidance, will help place students in the most appropriate course for success. CPT scores are valid for five (5) years.

**Reapplication to the College**

Students who have not enrolled for two consecutive semesters (spring and fall) must reapply for admission to the College. Copies of academic transcripts and new placement test scores may be required. Students who have been suspended for academic or disciplinary reasons must consult with the Vice President of Student Services.

**Admission of High School Students****Career and College Promise**

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

- A College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;
- A Career and Technical Education Pathway leading to a certificate, diploma, or degree;
- A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115D of the General Statutes.



Links to the following web pages with information on Career and College Promise are listed below. Each web page targets a specific audience.

- North Carolina Community College System Office's CCP web page:  
[www.nccommunitycolleges.edu/academic-programs/career-college-promise](http://www.nccommunitycolleges.edu/academic-programs/career-college-promise)
- North Carolina Department of Public Instruction's CCP web page:  
[www.ncpublicschools.org/ccp/](http://www.ncpublicschools.org/ccp/)

### **Early College High School**

South Piedmont Community College in collaboration with the Anson County School System and the Union County School System offers Early College High School programs for students living in each county. Early College High Schools are classified as cooperative innovative high schools under the Career and College Promise program. Students apply for admission to Anson County Early College (ACEC) or Union County Early College (UCEC) in the eighth grade. Students enter the Early College program as freshmen and earn a high school diploma and a two-year Associate Degree in Arts or Associate Degree in Science within five (5) years. SPCC tuition is paid for ACEC and UCEC students. Upon graduation, students then apply to transfer to the college or university of their choice.

### **Admission for Allied Health and Nursing Programs**

Students seeking admission into an SPCC health program will be required to meet all health program admissions criteria and be officially accepted into the health program prior to taking program-specific health classes. Each program has different admissions criteria. Refer to the specific Allied Health or Nursing Admissions Requirements booklet for the health program in which admission is sought. These booklets may be found on the website at [www.spcc.edu](http://www.spcc.edu).

### **Admission of International Students (Documented)**

South Piedmont Community College considers admissions to documented foreign nationals. The following must be completed and submitted to the Admissions Office prior to enrollment:

- SPCC Application for Admission
- Permanent Resident Alien Card (or other acceptable documentation)

SPCC is not able to issue I-20s to international students.

Although a student may possess valid documentation to be lawfully present in the United States, that documentation does not guarantee the student has capacity to establish a domicile in the United States. Beginning October 2017, all students must complete Residency Determination on [www.CFNC.org](http://www.CFNC.org) to receive his/her Residency Certification Number (RCN). The RCN will classify that student as an in or out-of-state student for tuition purposes.

South Piedmont Community College does not have housing facilities, living accommodations, or associated support programs for individuals from other countries. Each student is responsible for their own transportation.

### **Admission of International Students (Undocumented)**

The North Carolina Community College System advised in Memorandum CC10-026 (effective June 10, 2010) that community colleges should admit or enroll undocumented immigrants only as follows:

- Undocumented immigrants who are high school students may enroll in college-level courses consistent with the Career and College Promise policy. Participation in this program is not based on legal residence, but on attendance in a North Carolina high school. These courses are open to all high school students attending high school (public, private, or home school) located in the state who meet the eligibility criteria.
- Undocumented immigrants may enroll in non-college level courses or programs including high school equivalency preparation courses, Adult Basic Education, Adult High School, English as a Second Language and other continuing education courses less than college level.
- Undocumented or battered illegal immigrants who have been determined to meet one of the qualifying conditions in Federal Law, 8 USC Section 1641 are eligible for college-level courses. It is the applicant's responsibility to produce sufficient written documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.
- Undocumented immigrants must have attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state and local law. Undocumented immigrants with a high school equivalency diploma are not considered to be "graduated from a United States public high school, private high school, or home school" and therefore are not eligible to be admitted.
- Undocumented immigrants who are registered into a class are required to pay the out-of-state tuition rate. The College shall not enroll undocumented students into a class or program of study for which there are waiting lists, nor register undocumented students for classes until the conclusion of the last published (i.e., late) registration period.

### **College Placement Testing**

The purpose of the College Placement Test (CPT) is to enhance the success of each student at South Piedmont Community College. It helps new students to determine their skills in English, reading, and mathematics. Skills identified through the CPT, along with counselor or advisor guidance, will help with placement in the most appropriate courses for success. CPT scores are valid for five (5) years.

All associate degree, diploma, certificate, special credit, high school, and health program applicants must complete the CPT (Reading, English, Mathematics) or qualify for a CPT waiver prior to registration. All degree and diploma students must meet all CPT requirements prior to completing their program of study. Students transitioning from a certificate program into a diploma or degree program must meet the DMA 010 - 040 or MAT 070 requirement for graduation even if there is no math course in the program.

**SPCC CPT Score Report/Academic Assessment**

Placement	Minimum Required Score
<b>English/Reading Cut Score:</b>	
Counselor Referral	Below 104
DRE 096	104
DRE 097	117
DRE 098	136
ENG 111	151
<b>Mathematics:</b>	
Counselor Referral	1 - DMA 010; 6 or below - all other DMA sections
DMA 010	7
DMA 020	7
DMA 030	7
DMA 040	7
DMA 050	7
DMA 060	7
DMA 070 and DMA 080	Based on DMA 060 score

Students must show proof of ID (State, Federal, or College ID) before admission to the Testing Center. Minors without proper ID must contact the Testing Center prior to testing. The Testing Center staff will offer “pre-test” advisement regarding the serious nature of the test. Test resources and study materials are available on the SPCC website [www.spcc.edu](http://www.spcc.edu).

Once students have completed the College Placement Test, the Testing Center staff will refer each student to a counselor or to an advisor in the Advising Center for further assistance. Contact one of the following for Testing/Assessment information:

L. L. Polk Campus:	704-272-5338
Old Charlotte Highway Campus:	704-290-5841

**CPT Exemptions**

All new students applying to a curriculum program are required to take the CPT unless they qualify for a CPT Waiver through one of the following options:

**Multiple Measures Waiver for North Carolina High School Graduates**

As evidenced by an official high school transcript, a student must have:

- Graduated within five (5) years of starting classes at SPCC
- Achieved an un-weighted GPA of 2.6 or higher
- Completed a fourth level math course  
(Advanced Functions and Modeling, AP Calculus, AP Statistics, Discrete Mathematics, Essentials for College Math, Integrated Mathematics IV, Mindset, Pre-Calculus, International Baccalaureate Mathematics, or International Baccalaureate Computer Science)

For additional fourth level math course information, contact the SPCC Admissions Office.

### Standardized Test Scores

As evidenced by official SAT or ACT test score reports that were taken within five years of starting classes at SPCC, a student must meet following scores. However, if test scores are from March 2016 or after, students must meet the minimum SAT score of 480 on Evidence Based Reading and 530 on Math.

SAT	Minimum Score	CPT Section Waived
Critical Reading	500	Reading/English
Writing	500	Reading/English
Mathematics	500	Math
ACT	Minimum Score	CPT Section Waived
Reading	22	Reading/English
English	18	Reading/English
Mathematics	22	Math

### College-Level Transfer Credit

As evidenced by an evaluated official college transcript, students must have completed a college-level English and/or math from a regionally accredited institution with a grade of "C" or higher. All transfer credit must be officially transferred in by the Registrar's Office before any CPT waiver will be awarded. SPCC Transcript Evaluation forms must be submitted to allow the Registrar to evaluate the official college transcript.

### Transferable Developmental Course Credit

As evidenced by an evaluated official college transcript, students must have completed all program required developmental level courses in English and/or math from a regionally accredited institution with a grade of "C" or higher within five (5) years of enrolling at SPCC. All transfer credits must be officially transferred in by the Registrar's Office before any CPT waiver will be awarded. SPCC Transcript Evaluation forms must be submitted to allow the Registrar to evaluate the official college transcript.

### Advanced Placement (AP) and College Level Exam Program (CLEP) Waivers

Exception will be allowed as evidenced by official score reports for required English and/or math sent to SPCC directly from Advanced Placement (AP) or College Level Exam Program (CLEP) agencies. Scores vary by test and subject area. Visit AP or CLEP websites for full details.

### Bachelor's Degree Waiver

As evidenced by an official college transcript, applicants who have completed a bachelor's degree or higher will be exempt from taking the placement test and from submitting a high school transcript.

### Program Waiver

If a student is participating in a program that does not require testing for entry, the College Placement Test may be waived while the student participates in that program. If the student leaves the program, the student will be required to take the college Placement Test prior to admission into another program.

Students must present all appropriate documentation when requesting a waiver. Students who qualify for a waiver in either English or math, but not both, will need to complete the CPT section not exempted. Transcripts are considered to be "official" when issued in a sealed, unopened envelope by the granting institution. Questions about whether a transcript may be considered as an official copy should be directed to the Admissions Office.



## Mathematics Direct Placement

A student may place directly into Calculus I (MAT 271) if the student has met at least one of the following criteria within the past five (5) years:

- A score of 2 or higher on the AP Calculus AB exam.
- A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher.
- A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test.
- A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test.
- A score of 580 or higher on the SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

See the Testing Center or Advising Center for more information.

## Placement Testing for Distance Learning Students

Students outside the College's service area should contact the Director, Admissions and Testing for information on College Placement Testing at 704-290-5847.

## CPT Retest Procedures

Students may be granted NC DAP retest permission by the Testing Center if the following applies:

- The student took original test section within five (5) years **AND**
- The student has completed one of the following remediation actions:
  - Minimum of eight (8) hours tutoring per subject documented by the Academic Support Center
  - For math, demonstrate 50 percent progress on at least three (3) needed Missions on Khan Academy.
  - For reading, score 40 on all five practice tests for reading and three practice tests for sentence skills on [www.test-guide.com](http://www.test-guide.com).
- Pay required retest fee
  - A student is permitted one (1) retest per test section (DMA or DRE) as long as the scores are valid (five years).
  - A student may retest free of charge if appropriate test section was taken over five (5) years ago or a special circumstance exists.

Students retesting must provide Retest Authorization form obtained from Students Services, documentation of remediation, receipt, and a photo ID at the time of the retest, at which time the Testing Center staff will ensure eligibility. Testing staff and/or the Director, Admissions and Testing, reserve the right to disallow a retest if validity of a request is questioned.

## TABE Retest Guidelines

Students may be granted TABE retest permission by the Testing Center if the following applies:

- The student took original test section within two (2) months **AND**
- The student has completed one of the following remediation actions:
  - Minimum of eight (8) hours tutoring documented by the Academic Support Center
  - Demonstrate 50 percent progress in the subject area from an on-line test preparation website. An approved list of sites can be obtained from the testing center.
- Pay required retest fee
- A student is permitted one (1) retest per test section every two (2) months
- A student may retest free of charge if the test section was taken over one (1) year prior

Students retesting must provide Retest Authorization form, documentation of remediation, receipt, and a photo ID at the time of the retest, at which time the Testing Center staff will ensure eligibility. Testing staff and/or the Director, Admissions and Testing, reserve the right to disallow a retest if validity of a request is questioned.

## **Acceptance of Credit**

SPCC evaluates, awards, and accepts credit for transfer, credit by exam, credit by nationally recognized industry credential, and advanced placement. The College ensures that all associated coursework and learning outcomes are at the collegiate level and comparable to those for SPCC programs.

All requests for transfer credit should be made before enrolling but after application and transcripts are received at South Piedmont Community College. In order to obtain transfer credit evaluations, a student must complete a Transcript Evaluation Request form and supply the College with appropriate transcripts as well as course descriptions or catalogs, if the College requests them.

Students who have completed coursework at other colleges and universities should submit official transcripts of all post-secondary work. Transfer credit may be awarded for appropriate military courses based on American Council on Education (ACE) recommendation. If a student submits transcripts from foreign universities, it is his or her responsibility to provide accurate translations from an approved evaluation agency (e.g., WES) of the (a) transcript, (b) course descriptions, and (c) grading system. Credit will be evaluated in the context of the current SPCC college catalog and awarded according to the following criteria:

- Prior coursework must correspond in instructional hours and content and must be substantially similar to SPCC courses required in the degree, diploma, or certificate being sought. Quarter-hour courses must equate to the semester-hour equivalent of the current required course, either by a combination of courses or as standalone by using the 3:2 ratio (2/3). Coursework must have been completed at a regionally accredited college recognized by the Commission on Colleges or other nationally known accrediting body.
- Coursework must have been completed with a "C" or better.
- Transfer students must meet Residency Requirements for Graduation.

The decision as to how much, if any, transfer credit will be awarded and how such transfer credit will be applied is discretionary on the part of the College.

## **Noncredit to Credit Policy**

South Piedmont Community College awards curriculum credits for non-credit work. This includes nationally recognized industry credentials, credit by examination, approved Continuing Education courses, or through provisions identified in numbered memos and/or guidance from the North Carolina Community College System, and/or when a state-approved bridging program is in place.

Students interested in receiving curriculum credits for non-credit work may obtain information from the Registrar's Office at the time of admission. Students may also visit SPCC's web site under Students/Apply Now/Credit Articulation at SPCC, to view currently valid industry certifications, pre-approved Continuing Education courses, and submission forms.

## **Comprehensive Articulation Agreement**

The 2014 Comprehensive Articulation Agreement (CAA), approved February 2014, between the State Board of the North Carolina Community College System and the Board of Governors of the University of North Carolina establishes the procedures for governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of the University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or an Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

Additionally the Independent Comprehensive Articulation Agreement allows for transfer of Associate in Arts and Associate in Science degree program credits to some private institutions. For more information regarding the transfer status of specific courses and curricula, visit the Future Students section on the SPCC Website or contact the senior institution.

### **Advanced Placement (AP) Course Credit**

Applicants to SPCC may request transfer credit for subjects taken in high school if they have a designation of Advanced Placement and appropriate score on an Advanced Placement exam at the end of the course. Credit must be applicable to the student's current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required. All approved and recorded Advanced Placement credit will be assigned a grade of "AP."

### **College Level Examination Program (CLEP) Credit**

Applicants to SPCC may request transfer credit for subjects covered under placement examinations. The College Level Examination Program (CLEP) subject area exams may be evaluated for SPCC college credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements and must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required.

### **Tech Prep Credit**

In cooperation with the local high schools, South Piedmont Community College participates in and supports the Tech Prep (Technical Preparation) program. Pertaining to credit for Tech Prep, the College adheres to the North Carolina High School to Community College Articulation Agreement as set forth by the North Carolina Community College System and the NC Department of Public Instruction. The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by South Piedmont Community College.

Requirements for the Tech Prep advanced placement are:

- Earn a grade of "B" or higher in the course at the high school level and
- Score a 93 or higher on the course post-assessment

In order to receive credit as per the agreement, a student must enroll at the community college within two years of their high school graduation date and immediately notify the Registrar of their Tech Prep status. All approved and recorded Tech Prep credit will be assigned a grade of "TP."



### **Educational Experiences in the Armed Services Credit**

It is the policy of South Piedmont Community College to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education. Credit will be given on the basis of individual evaluation by the Registrar. Creditable military experience must closely correspond to courses in the South Piedmont Community College curriculum for which the student is applying. College credit earned while in the Armed Services must be substantiated with an official transcript of coursework from the Department of Defense or applicable college.

### **International Transcript Credit**

International transcripts require an official English translation. If a student's college or university transcripts are not from the United States, the student must have an International Transcript Evaluation completed by an evaluation agency at their expense. Submit the transcript, course descriptions, and the grading system to an agency recognized by the National Association of Credential Evaluation Services (NACES), World Education Services (WES), or International Education Evaluations, Inc. (IEE) for an international evaluation. A letter grade of "A," "B," or "C" and earned credit hours must be provided for each course. Course equivalencies based on terms such as "Excellent" or "Good" are not acceptable. If a student submits transcripts from foreign universities, it is their responsibility to provide accurate translations of (1) the transcript, (2) course descriptions, and (3) the grading system.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974**

The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by SPCC. Specifically, SPCC has adopted the following general guidelines and specific procedures on access to and release of student records to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34 (§99.31 (a)(2)).

### **Directory Information**

Certain information is considered to be "directory information" and may be used for directory purposes unless a student specifically requests directory information to be protected. SPCC may, although not required, include all of the information listed. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information relating to a student may include the following:

- Student's name
  - Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
  - Dates of attendance
  - Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
  - Degrees, honors, and awards received
  - The most recent educational agency or institution attended

**Right of the College to Refuse Access**

SPCC reserves the right to refuse permission to students to inspect the following records:

- Financial statement of a students' parents
- Letters and statements of recommendation for which a student has waived their rights of access or which were filed before January 1, 1975
- Confidential letters and statements of recommendation concerning admission, employment, honor or honorary recognition if a student has signed a waiver of their right of access
- Record being withheld for failure to meet financial obligations

**Disclosure of Educational Records**

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Educational Records means those records, files, documents, and other materials that contain information directly related to a student and are maintained by SPCC or by any person acting for the College. Not included in the term "educational records" are records of instructional, supervisory, and administrative personnel and records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his/her professional capacity. Any student has the right to his/her educational records. This includes the right to:

- Inspect and review the contents of these records.
- Obtain copies of those records at the cost of reproducing those copies.
- A response from the custodian of the records to reasonable requests for explanations and interpretations of those records.
- An opportunity for a hearing to challenge the content of those records.

**Disclosure of Educational Records to Third Parties**

SPCC will disclose information from a student's educational records only with the written consent of the student, except to:

- School officials who have a legitimate educational interest.
- Certain officials of the U.S. Department of Education, the Controller General, Attorney General, Secretary, and state and local education programs.
- Specified officials for audit or evaluation purposes.
- Organizations conducting certain studies for, or on behalf of, the school.
- Accrediting organizations to carry out their accrediting functions.
  - To comply with a judicial order or a lawfully issued subpoena.
- Appropriate officials in cases of health or safety emergencies.
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

For additional information pertaining to the Family Educational Rights and Privacy Act (FERPA), consult the Registrar or Vice President of Student Services.

**Destruction of Records**

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide a student with the information contained in such records following their destruction.

**FERPA Exceptions**

The only exceptions to this rule of confidentiality are the following:

1. If a student is clearly likely to do physical harm to another person in the near future, it is the counselor's duty to warn the person involved. This step would be taken as a last resort and only

- if absolutely necessary.
2. If a student is clearly likely to do physical harm to themselves in the near future, it is the counselor's duty to contact others. This step would be taken as a last resort and only if absolutely necessary.
  3. If a student share's information about the abuse or neglect of any juvenile(s) or disabled adult(s), the counselor may be required by state law to report that information to the Department of Social Services.



# REGISTRATION AND FINANCIAL INFORMATION

## REGISTRATION

Once the admissions process is complete, students are ready to register for classes during the registration times listed on the SPCC website, [www.spcc.edu](http://www.spcc.edu). New students must meet with a counselor or Advising Center advisor to register. Advising Centers are available at both the L. L. Polk campus and the Old Charlotte Highway campus and are staffed with SPCC faculty and staff to assist in the advising and registration process. Currently enrolled students may register through WebAdvisor or in person. Registration is conducted online via <https://go.spcc.edu>. This website gives access to online registration, grades, advising, financial aid, class schedules, college updates, and more. Visit <https://go.spcc.edu>. Enter Username and Password if a current student. Click on Active Campus Portal. Under the WebAdvisor tab, click on "Registration." Then select "Search for Sections" or "Search and Register" to begin online registration.

Access to the registration system may be blocked if a financial or academic hold has been placed on a student's record. Some classes require special permission to register. Students are responsible for paying for all scheduled classes by the published due date.

### Office 365 Accounts

South Piedmont Community College provides students with an e-mail account through Office 365. This account will be the primary tool for instructors and staff to communicate with students regarding important announcements and official College business. Therefore, the Office 365 account should be accessed regularly so important information and/or dates are not missed. Office 365 accounts are the property of SPCC and may be accessed to verify disputed information.

Office 365 is accessible through this link: <https://portal.office.com>. Instructions for accessing an Office 365 account will be provided by the Advising Center or Library.

### Schedule Changes

If a student decides their course load is too heavy or too light, courses may be added or dropped during the Schedule Change period without grade penalty by visiting the Advising Center or going online to WebAdvisor. The Schedule Change period is published in the Academic Calendar in this catalog and is posted on SPCC's website.

NOTE: If a course has a prerequisite or a corequisite, students are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When dropping a course with a corequisite, both the corequisite and the course requiring the corequisite must be dropped. Refunds are processed according to the State Board of Community Colleges Code 1E SBCCC 900.1.

## TUITION AND FEES

Tuition for in-state and out-of-state residents is set by the North Carolina General Assembly and is subject to change by the North Carolina General Assembly without notice. Fees are set by the North Carolina General Assembly, the North Carolina State Board of Community Colleges, and/or the South Piedmont Community College Board of Trustees and are subject to change without notice.

## Residency Classification for Tuition Purposes

In 2013, the North Carolina General Assembly (SB 402) instructed the educational entities in North Carolina to work collaboratively to create a centralized process for determining residency for purpose of tuition and administration of state financial aid. These entities included the University of North Carolina General Administration (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina Independent Colleges and Universities (NCICU), and the North Carolina State Education Assistance Authority (NCSEAA).

The result of the collaborative effort was the Residency Determination Service (RDS), implemented by SPCC in October 2017. All students will access RDS from [www.CFNC.org](http://www.CFNC.org). A brief interview will be completed that will determine the students residency status for tuition purposes. Interview answers will also determine if the student may qualify for any exceptions or waivers for residency purposes. Upon completion of the Initial Consideration, students will be provided a residency certification number (RCN). This number is a unique identifier to that student and the number will never change. The student's residency classification will be attached to that RCN.

A student's residency information will be verified after RDS is completed, which can take up to 7 business days. Students should be proactive in completing the RDS process early and make certain that once complete, the RCN is included on their application for admission. Procrastination in completing the RDS process could cause registration and payment delays. If a student appeals their initial classification and receives confirmation their status has changed, the Admissions Office must be notified immediately by emailing [rds@spcc.edu](mailto:rds@spcc.edu).

SPCC will continue to work with students who have business sponsorships, or are using military benefits or other exceptions allowed by the state. All other residency determinations will be made by RDS and not by SPCC.

The Residency Determination Service will provide separate processes to reach a residency classification. Most students will only be required to complete the Initial Consideration process. The Reconsideration and Appeal processes are for those students who experience a change in residency (Reconsideration) or who have not had a change in status and believe their residency classification is incorrect (appeal).

All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at [www.ncresidency.org](http://www.ncresidency.org) for more current details regarding the North Carolina Residency Determination Service, it's processes and required residency guidelines.

## In-State Tuition

In-state tuition is \$76.00 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition (maximum)	\$1,216.00
Technology Fee (maximum)	32.00
Activity Fee (maximum)	35.00
Accident Insurance	1.40
CAPS Fee	15.00
Total	\$1,299.40

## Out-of-State Tuition

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina (see Residency Classification for Tuition Purposes). Out-of-state tuition is \$268.00 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition (maximum)	\$4,288.00
Technology Fee (maximum)	32.00
Activity Fee (maximum)	35.00
Accident Insurance	1.40
CAPS Fee	15.00
Total	\$4,371.40

## Technology Fee

The Technology Fee is \$2 per semester hour up to a maximum of \$32 for 16 or more semester hours. This fee is used to support the procurement, operations, and repair of computers as well as other instructional technology including supplies and materials that support the technology.

## Activity Fee

The Activity Fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Government Association. This fee is \$17.50 per semester for up to six semester hours and \$35.00 per semester for seven or more semester hours.

## Accident Insurance

The College provides all students who pay the \$1.40 student accident insurance fee with accidental injury, accidental death, and dismemberment insurance while on campus or while participating in off-campus, College-sponsored and/or supervised activities. This is a limited supplemental policy.

## College Access, Parking, and Security (CAPS) Fees

The CAPS Fee supports costs of acquiring, constructing, and maintaining the college's parking facilities, and security of college property. This fee is \$15 per semester for Curriculum and Career and Continuing Education students who attend classes on any campus.

## Lab Fees

A \$15 per semester lab fee is charged for certain courses with lab hours. A \$7 per course fee is charged for online courses. A \$3.50 per course fee is charged for blended courses.

## Special Fees

Additional fees may be charged for some programs (e.g., equipment fees, liability insurance, etc.). SPCC does not charge a fee associated with verification of the identity of online students. Should the need arise, students will be notified of any fees associated with identity verification at the time of registration through standard venues for curriculum fee notifications.

## Payment of Tuition and Fees

After registering, students can make payments for tuition and fees by credit card through <http://go.spcc.edu>, or by phone by calling the SPCC Business Office at 704-272-5355, 704-272-5354, or 704-290-5849. Additionally, payments by check that include driver's license and phone number may be mailed to SPCC,

Attn: Business Office, PO Box 126, Polkton, NC 28135, or a payment plan may be set up with Nelnet Payment Solutions through <https://go.spcc.edu>. Returned checks incur a fee of \$25. SPCC accepts credit card payment by phone from the cardholder only.

If payment is not received by the ten percent point of the class, then the class(es) will be dropped from the student's schedule and the student will not be permitted to remain in the class for that term. If this happens, the student would be allowed to register for the class in a future term and would be required to pay in full for the class(es) prior to the first day of class.

If a student has made payment by the ten percent point and then has an unpaid balance on their student account, the student will receive a bill in the mail from SPCC's Business Office. A first notice is sent, and then a final notice. If the matter still is not resolved within 30 days of the final notice, the account is reported to a collection agency for further collection proceedings. The North Carolina and South Carolina Department of Revenues are also notified of the debt. If it becomes necessary for SPCC to refer an unpaid balance to a collection agency, the student will be expected to pay all fees associated with the collection in addition to the unpaid balance.

### **Textbooks and Other Costs**

Students will be expected to purchase textbooks and supplies for classes in their program of study. The SPCC bookstores on the L. L. Polk campus and on the Old Charlotte Highway campus sell textbooks and supplies. Information on textbook refunds, textbook rental, and textbook buy-backs is available at the bookstores. Contact the L. L. Polk campus bookstore at 704-272-5376 or the Old Charlotte Highway campus bookstore at 704-290-5848 for more information.

### **Refund Policy**

Refunds are processed under the North Carolina Community College System refund policy.

- SPCC will refund 100% of the tuition paid if the College cancels a class or if the student drops class(es) before the first day of the semester.
- SPCC will refund 75% of the tuition paid if class(es) are dropped on or before the 10% point of the course section. If classes are dropped by the 10% point, the student is responsible for paying 25% of the tuition. NOTE: Financial aid may not pay the 25%.
- Tuition refunds will not be granted if a student withdraws after the 10% point of the course section, even if the student has not attended any class.

Refunds will not be made in the amount of \$5 or less.

### **Military Tuition Refund**

Upon request by the student and appropriate documentation, the College will grant a full refund of tuition and fees to military affiliated students called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina that make it impossible for that student to complete his/her course requirements during the current semester or term.

### **Death of Student Refund**

In the event of a student's death during a semester or term, all tuition and fees the student had paid that semester or term may be refunded to the estate of the deceased.



## FINANCIAL AID

To apply for financial aid, students must complete the *Free Application for Federal Student Aid* (FAFSA). Any of the following methods may be chosen to file a FAFSA: (1) Log in to [www.fafsa.gov](http://www.fafsa.gov) and apply online (recommended); (2) Complete a PDF FAFSA obtained online at <https://fafsa.gov/options.htm> which must be mailed in for processing; or (3) Request a paper FAFSA by calling 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691. Hearing impaired students may contact the TTY line at 1-800-730-8913.

Students should always be sure to list South Piedmont Community College's school code (007985) in Step 6 of the FAFSA to ensure the South Piedmont Community College Office of Financial Aid and Veterans Affairs receives their application.

Information entered into the FAFSA is reviewed according to federal guidelines. This ensures that all applicants are treated fairly and equitably. Income, assets, family size, marital status, and the number of family members in college are used to determine financial need. Once a student's eligibility for financial aid has been determined, an award letter will be available for viewing or printing on the student's SPCC Go! Account at <https://go.spcc.edu>. Financial aid covers the cost of tuition, fees, and books (not to exceed the eligible amount). The SPCC ID card will be required when making purchases in the College bookstores. Each semester, any remaining financial aid balance will be sent to a student's current mailing address as listed with the SPCC Registrar's Office.

NOTE: Students who withdraw or stop attending before the 60% point of the semester have not earned their awards and will be required to repay unearned financial aid funding.

The FAFSA is available beginning October 1 of each year for the upcoming academic year. The 2019/2020 FAFSA will be made available October 1, 2018. Each academic year, students must complete or renew the FAFSA. Students are encouraged to apply at least eight (8) weeks prior to registration for the semester he or she intends to enter the College. To receive priority consideration for all types of financial aid, students should complete all financial aid forms and requirements by the listed dates:

Fall Semester Enrollment	June 15
Spring Semester Enrollment	November 15
Summer Term Enrollment	March 15

If eligibility for financial aid has not been determined or a student's file is not complete before the tuition payment deadline for each semester, the student will be responsible for payment of tuition, fees, and all other applicable charges. Payment deadlines are published on college calendars and generally occur 30 days prior to the start of each semester.

## Student Responsibilities

To receive Federal Financial Aid and State assistance, a student must:

- Demonstrate financial need as determined by a completed FAFSA
- Have an official high school diploma or a high school equivalency on file with the College
- Be enrolled in an eligible academic program
- Maintain Satisfactory Academic Progress (SAP) standards
- Be a U. S. citizen or an eligible non-citizen
- Have a valid Social Security Number
- Not be in default on a federal student loan and no money is owed on a federal student grant
- Certify they have not been convicted of possessing or selling illegal drugs
- Register with Selective Service

Courses not eligible for federal financial aid include, but are not limited to:

- Special Credit (undeclared major)
- Credit by Examination (test-out)
- Audited courses
- High school programs (Career and College Promise, Early College)
- Certificate programs that are less than 16 credit hours in length
- Non-credit courses/Continuing Education courses

## **Types of Financial Aid Available**

### **Federal Financial Aid**

- Federal Pell Grants are based on financial need as determined by the FAFSA. Pell grants are for college undergraduates who have not yet earned a bachelor's degree.
- Federal Work-Study Program provides jobs for students who meet eligibility requirements and wish to earn part of the cost of attending SPCC. Work-study employment is available on both campuses on a part-time basis (usually 10-20 hours per week). Students who are interested in a work-study job with the College must complete a FAFSA and an SPCC Application for Federal Work-Study Employment. The application for Federal Work-Study Employment is located on the College's website at [www.spcc.edu](http://www.spcc.edu) under Employment/Student.

### **State Financial Aid**

- North Carolina Community College Grant (NCCCG) may be awarded to students who are North Carolina residents enrolled in at least six (6) credit hours per semester in an eligible curriculum program. Eligibility is based on the same criteria as the Federal Pell Grant; some students who are not eligible for the Pell Grant may be considered for the NCCCG based on their estimated family contribution (EFC) as determined on the Student Aid Report. Applicants must complete a FAFSA in order to be eligible for this grant.
- North Carolina Education Lottery Scholarship (NCELS) is available to NC residents for tuition purposes who enroll in at least six (6) credit hours per semester in a curriculum program and make satisfactory academic progress. Eligibility is based on the same criteria as the Federal Pell Grant; some students who are not eligible for the Pell Grant may be considered for the NCELS based on their estimated family contributions (EFC) as determined on the Student Aid Report. Applicants must complete a FAFSA in order to determine eligibility for this grant.
- North Carolina Community College Child Care Assistance provides child care assistance to students who have custody or joint custody of their children who are six (6) years of age or under and are not yet enrolled in school. Applicants must be eligible for financial aid through the FAFSA, be enrolled in at least six (6) credit hours of seated classroom instruction, and be making satisfactory academic progress.
- North Carolina Targeted Assistance Program includes the Less Than Half-Time Funds and High Demand Low Enrollment Funds. The Less Than Half-Time funds provide funding for students who are enrolled less than half-time in certificate, diploma, or associate degree programs. Students must complete the FAFSA and have an EFC between 801 and 4,000 and be enrolled in less than six (6) credit hours. High Demand Low Enrollment funds are awarded to students who enroll in low-enrollment programs of study that prepare the students for high-demand occupations in local communities. High demand programs are selected on an annual basis and funding amounts vary.

### **Scholarships**

Scholarships are available from federal, state and local sources. They are awarded based on donor criteria, financial need, academic performance, and/or time of application. Students applying to receive scholarships must complete the FAFSA and the SPCC Online Scholarship Application accessible through the financial aid section on our college website [www.spcc.edu](http://www.spcc.edu) under Students.

**Forgivable Education Loans for Service (FELS)**

The Forgivable Education Loans for Service Program was established by the General Assembly in 2011 to provide financial assistance in the form of forgivable loans to qualified students who are committed to working in North Carolina to lessen identified critical employment shortages. The program is designed to be flexible so that it will respond to current as well as future employment shortages in the State. The program currently targets future teachers, nurses, and allied health professionals. The program is administered by the State Education Assistance Authority and potentially eligible programs can be found on the College Foundation of North Carolina website. The following programs of study may qualify as eligible programs at South Piedmont Community College: Emergency Medical Science, Medical Technology programs, Sonography, Nursing, and education programs that lead students to obtaining licensure from the North Carolina Department of Public Instruction and teaching in a qualified position in North Carolina. Applications become available in January and award selection is made in April of each year. Additional information and updates about the application process are available at [www.cfnc.org/FELS](http://www.cfnc.org/FELS).

**North Carolina Community College Loan Program**

The North Carolina Community College Loan Program provides eligible students with short-term emergency loan funds. Funds are normally limited to \$150 and all loans must be fully repaid within 30 days of disbursement. Funding is limited and approved on a first-come, first-served basis.

**Alternative Loans**

South Piedmont Community College is not affiliated with and does not maintain a preferred lender agreement with any private loan company or program. The Office of Financial Aid and Veterans Affairs will provide student selected loan companies with certification information in accordance with unmet need and enrollment status as determined by a completed FAFSA application and college registration.

**Direct Loans**

South Piedmont Community College does not currently participate in the Federal Direct Loan program. Therefore, students are not currently eligible for subsidized, unsubsidized, or parent PLUS loans under the current Federal Direct Loan programs while attending SPCC.

**Payment Plans**

SPCC has partnered with NELNET Business Solutions to provide an automatic payment plan for students who wish to self-pay by making scheduled payments for school-related charges. The plan offers online enrollment, flexible payment options, and no interest fees. Contact SPCC's Business Office at 704-272-5348 for more information. A credit/debit card/checking account and \$25 enrollment fee are required for plan activation.

**Vocational Rehabilitation**

Certain students who have mental, physical, or emotional disabilities that limit employment opportunities may be eligible for financial assistance through local Vocational Rehabilitation offices or the Division of Vocational Rehabilitation Services, Department of Human Resources, in Raleigh.

**Workforce Innovation and Opportunity Act**

WIOA funds are intended to provide financial assistance to students who are dislocated workers. Assistance may be provided for tuition, fees, textbooks, supplies, child care, and transportation. WIOA award is based upon eligibility, the availability of funds, as well as student satisfactory progress measures that may be imposed. More information about WIOA can be obtained by contacting Union County Community Action at 704-283-1114 (students up to age 24) or NCWorks Career Center at 704-283-7541 (students over the age of 24).

## **Enrollment Status**

A student's enrollment status has a direct effect on financial aid that can be awarded. Most state and federal grants are prorated based on the enrollment status. Students who are enrolled in 12 or more credit hours are considered to be full-time students. Students who are enrolled 9-11 credit hours are three-quarter time, 6-8 credit hours are half-time, and students who enroll in 1-5 credit hours are considered less than half-time. Credit hours can only be counted if they apply to an eligible program of study and cannot include more than 30 credit hours of developmental courses. Annual awards cover a 9-month period and are split between two semesters. The number of authorized credit hours each semester is used to calculate the actual authorized semester awards. Awarded financial aid can be viewed on the student's college-provided GO account.

## **Satisfactory Academic Progress for Students Receiving Financial Aid**

Federal regulations require that students receiving financial aid maintain strict academic (Qualitative) and progress (Quantitative) standards while pursuing their educational goals. Students receiving financial aid should note that the college-wide Probation Policy for academic progress contains the same grade point average (GPA) requirements as the Financial Aid Satisfactory Academic Progress (SAP) policy; however, the SAP policy for students receiving financial aid is stricter than the college-wide Probation Policy for students enrolled in the same educational program who are not receiving financial aid. The SAP policy is applied to all student categories, i.e., full-time or part-time, who receive financial aid within eligible curriculum degree, diploma, and certificate programs established by the school.

Students receiving financial aid are evaluated at the end of each semester to determine progression. Students must meet the Academic Standard (Qualitative), the Program Completion Standard (Quantitative), and stay within the Maximum Time frame Standard (Quantitative) to remain in a satisfactory status.

### **Academic Standard (Qualitative)**

Students receiving financial aid must maintain a cumulative 2.0 SAP GPA. SAP GPA includes "all" curriculum classes taken at South Piedmont Community College and any accepted transfer credits, regardless of time frame. Classes with an "incomplete" (I) or any "withdrawal" (W) grade are included in the SAP GPA just like an "F" and count toward the attempted credit hours. All classes that are repeated count toward the SAP GPA and the attempted/completed credit hours.

If a student's cumulative SAP GPA falls below 2.0, the student is placed on a financial aid warning status and will be notified by the Office of Financial Aid and Veterans Affairs. The student then has a warning period of enrollment, which is the next semester the student is enrolled at SPCC, to achieve the cumulative 2.0 SAP GPA. The student is eligible for financial aid during this warning period of enrollment. If at the end of the warning period a cumulative 2.0 SAP GPA is not achieved, the student is no longer eligible to receive financial aid and will be placed in a financial aid unsatisfactory status. The student may regain financial aid eligibility by reaching a cumulative 2.0 SAP GPA through self-pay or outside resources.

### **Program Completion Standard (Quantitative)**

All students receiving financial aid must complete at least two-thirds or 67 percent of all curriculum hours attempted at South Piedmont Community College including accepted transfer credits, regardless of time frame. The percentage is determined by taking the cumulative total of credit hours completed divided by the cumulative total of hours attempted. For example, a student who has completed 32 hours and attempted 64 hours has a completion rate of 50 percent (32 divided by 64). Attempted but not completed credit hours include: incompletes, withdrawals, repeated classes, and courses with a grade of "F."



If a student's percentage rate falls below 67 percent, the student is placed on a warning status and will be notified by the Office of Financial Aid and Veterans Affairs. The student then has a warning period of enrollment, which is the next semester the student is enrolled at SPCC, to earn a 67 percent or more completion rate. The student is eligible for financial aid during this warning period of enrollment. If at the end of the warning period a cumulative 67 percent completion rate is not achieved, the student is placed in an unsatisfactory status and is no longer eligible for financial aid. The student may regain financial aid eligibility by reaching a cumulative 67 percent or more completion rate through self-pay or outside resources.

**Maximum Time Frame Standard (Quantitative)**

All students receiving financial aid must complete their educational program within 150 percent of the published length of that program. Students who exceed the 150 percent maximum time frame are no longer eligible to receive financial aid at SPCC. The Maximum Time Frame Standard includes all curriculum hours attempted and any accepted transfer credits or developmental credit hours, regardless of time frame. The SPCC college catalog provides a course listing for each educational program and the number of credit hours needed to complete the program. The published program lengths do not include developmental education hours that may be required for individual students. For example, the Associate Degree in Computer Information Technology is 66 credit hours in length; therefore, a student receiving financial aid enrolled in that program may attempt, including accepted transfer and developmental education credit hours, up to 99 credit hours (66 credit hours times 150 percent) and remain eligible for financial aid.

Additionally, students who cannot mathematically complete their program of study by the 150 percent maximum time frame will no longer be eligible for financial aid. Example: A student is in a program which would allow for a maximum of 99 credit hours and the student has attempted 90 credit hours and needs 4 additional courses which total 16 credit hours to complete the program. Adding the 90 credit hours attempted to the 16 credit hours still required equals 106 credit hours which is more than the 99 credit hours allowed. Mathematically the student could not complete the program prior to the 150 percent maximum time frame and would no longer be eligible for financial aid at South Piedmont Community College.

**Appeal Process for Unsatisfactory SAP Status**

Students in an unsatisfactory SAP status may appeal their loss of financial aid eligibility. Appeals must be made at least 10 days prior to the start of the semester in which a student wishes to receive financial aid. Financial Aid Reinstatement Appeal forms are available on the College's website or in the Office of Financial Aid and Veterans Affairs. Student statements on the form and attached documentation must include: (1) the circumstances that rendered them unable to meet the standard(s), (2) what has changed to allow the student to meet the standard(s) and (3) the student's educational goal and plans to meet that goal. The reinstatement appeal form and supporting documentation can be submitted in person, by mail, by FAX, or via e-mail to the Office of Financial Aid and Veterans Affairs. The Vice President of Student Services or his/her designee will consider reinstatement appeals and the decision will be final. Students will be notified through e-mail of appeal decisions.

Students who have their appeals granted will be placed on probation and will be eligible for financial aid, provided they meet all SAP requirements and complete the SAP Academic Success Plan. The SAP Academic Success Plan requires that students receiving financial aid successfully complete all registered classes and achieve a semester GPA of 2.5 or higher and meet with a counselor to complete an Academic Recovery Plan. Withdrawing from or failing a class does not constitute successful completion. The Academic Recovery Plan is designed to improve the student's academic focus and promote student success. Students who follow and complete all requirements within the SAP Academic Success Plan will stay on probation in a continued probation status as long as they successfully complete all registered classes and achieve a semester GPA of 2.5 or higher.

**Appeal Process for Maximum Time Frame SAP Status**

Students in a Maximum Time Frame SAP status may appeal their loss of financial aid eligibility. Financial Aid Reinstatement Appeal forms are available on the College website or in the Office of Financial Aid and Veterans Affairs. Student statements on the form and attached documentation must include: (1) the circumstances that rendered them unable to meet the maximum time frame standard, (2) the student's educational goal and (3) enrollment plans to complete the desired program of study. The reinstatement appeal form and supporting documentation can be submitted in person, by mail, by FAX, or via e-mail to the Office of Financial Aid and Veterans Affairs. The Vice President of Student Services or his/her designee will consider reinstatement appeals and the decision will be final. Students will be notified through e-mail of appeal decisions.

Students who have their appeals granted will be placed on a semester-by-semester probationary status and will be eligible for financial aid in their next semester of enrollment. Students who do not complete their program of study during the next semester of enrollment will be required to submit an updated reinstatement appeal form and be reevaluated to insure they are making appropriate progress toward program completion, have completed all registered classes and achieved a semester GPA of 2.5 or higher. Withdrawing from or failing a class does not constitute successful completion and will result in the loss of financial aid eligibility.

**Reinstatement of Financial Aid Eligibility**

If a student loses financial aid eligibility by failing to meet the Academic Standard and/or Program Completion Standard and after self-pay or the use of outside resources feels that the standards are met, the student must contact the Office of Financial Aid and Veterans Affairs to have their SAP status recalculated. If the standards have been met, the student will regain financial aid eligibility for the semester following the semester in which the standards were met provided all other financial aid requirements have been completed.

**Pell Grant Lifetime Eligibility**

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100 percent, the six-year equivalent is 600 percent. Students who use all of their annually awarded Pell Grant by being a full-time student (12 hours) in each of two semesters would have used 100 percent. Students who used half of their annual awarded Pell Grant by being a half-time student (6 hours) in each of two semesters would have used 50 percent. Pell Grant usage is tracked by adding together the percentages of Pell Grant funding received each award year. Students who reach the 600 percent level are no longer eligible to receive Pell Grant funding.

**Return of Title IV Funds**

The Higher Education Amendments of 1998 changed the formula for calculating the amount of financial aid funds that may be retained when a student totally withdraws from all classes. If a student receiving Title IV funds officially withdraws from or stops attending all classes before the 60 percent point of the semester, SPCC will recalculate their eligibility for financial aid based on the percent of the semester completed.

For example, if a student withdraws after having completed only 30 percent of the semester, they will have "earned" only 30 percent of any Title IV funds received. The remaining 70 percent must be returned. The Office of Financial Aid and Veterans Affairs will notify the student through their SPCC email account of the repayment requirements and contact information to determine amounts due.

Financial aid recipients still enrolled after the 60 percent point of the semester will have "earned" 100 percent of the federal financial aid awarded.

## **GAINFUL EMPLOYMENT**

Federal regulations published in October 2010 require institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized field. South Piedmont Community College provides prospective and current students with Gainful Employment disclosures for Title IV eligible diplomas and certificates. Statements are available on the SPCC website at <https://spcc.edu/programs-and-courses/> under Programs and Courses. Gainful Employment disclosures provide occupational information, estimated cost of program, program completion percentage within the published timeframe, median loan debt, and job placement rates for program completers.

## **VETERANS BENEFITS**

Qualified veterans, wives, and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. To qualify, veterans must:

- Have a high school diploma or high school equivalency
- Be enrolled in a specific curriculum program

Certain other requirements may also apply. All previous college coursework must be received and evaluated by the Registrar. All admission requirements must be met before the enrollment certification can be sent to the Veterans Administration. Distance learning courses must be required courses within the veteran's major to qualify for educational benefits. Contact the Office of Financial Aid and Veterans Affairs for a list of programs or classes that are eligible.

NOTE: Test-outs, independent studies, and audits are not eligible for VA benefits. Classes of 8-weeks, 12-weeks, or any other schedule deviation from 16-week classes may be subject to a pro-rating of monthly benefits from the VA.

The College is approved for the training of veterans under Public Law 16 of the 78<sup>th</sup> Congress and under Public Law 550 of the 82<sup>nd</sup> Congress, and Chapter 34, Title 38, United States Code. For more information, contact the Office of Financial Aid and Veterans Affairs at 704-272-5391 or via e-mail to [finaid@spcc.edu](mailto:finaid@spcc.edu).

### **Satisfactory Progress for Veterans**

A veteran enrolled at South Piedmont Community College is required to make satisfactory academic progress. The measure of academic progress for veterans is the same as for students receiving other forms of financial aid.





## STUDENT SUPPORT SERVICES

The mission of the Student Services Division is to provide systematic support services to help students reach their educational and career goals. These services support the instructional programs and are in keeping with and complement the philosophy of South Piedmont Community College.

**Title IX, Education Amendments of 1972:** "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." -20 U.S.C. § 1681.

Please refer to the SPCC Student Handbook found at [www.spcc.edu](http://www.spcc.edu) for further information pertaining to Title IX. Title IX Student Coordinator is Elaine Clodfelter, Vice President of Student Services, [elclodfelter@spcc.edu](mailto:elclodfelter@spcc.edu); Title IX Employee Coordinator is Lauren Sellers, Associate Vice President of Human Resources, [lsellers@spcc.edu](mailto:lsellers@spcc.edu).

### Counseling

The College provides counseling services to help students succeed in their educational program. Counselors can also help with more personal problems that might affect progress. Requests for these services can be made at the Student Services Office. NOTE: Personal counseling may be referred to local mental health facilities based on the intensity of the student's needs.

### Services for Students with Disabilities

SPCC recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) to provide equal access to education for students with disabilities. Support services are available to individuals with learning, hearing, visual, and other health impairments. Brochures containing self-referral forms are available to all applicants and students. Note the following:

- Applicants or students who feel that they need accommodations due to a disability should contact the Disability Services Provider in the counseling office at South Piedmont Community College.
- Applicants or students must provide official, supporting documentation describing the disability. This documentation must be from an authorized professional(s). Federal regulations obligate the applicant or student to provide information on identifying appropriate and effective auxiliary aids. This documentation is held confidential for five (5) years after enrollment and will be destroyed after that time. To renew accommodations after the five (5) year period, new documentation must be provided. Documentation for learning disabilities should be no more than three (3) years old. Documentation provided for any disability must indicate the applicant's or student's current level of functioning.
- Students who have identified themselves as having a disability may request accommodations from the Disability Services Provider. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that the student may need.
- Each request will be evaluated by the Disability Services Provider, who will recommend reasonable accommodations to faculty.
- Students will be responsible for delivering accommodation information to each faculty member for discussion of how accommodations will be provided in each class.
- Students who do not feel that they are receiving agreed-upon accommodations should see the Disability Services Provider for clarification.
- Applicants or students who are not satisfied with the accommodations that they are receiving from the College should see the Vice President of Student Services or the Dean of Student Development.

**Reasonable Accommodations:** The following are considered reasonable accommodations to be made for students with disabilities:

- The process must be an interactive one involving “a reasonable reciprocal effort” on the part of both parties.
- The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.
- What is “reasonable” involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An “individualized assessment” of the student’s situation must be conducted.
- The College is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
- The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not, in fact, provide equal access.
- The College must be given a reasonable amount of time to evaluate requests and to offer necessary accommodations.
- Determining what is reasonable requires one to balance two important rights: the student’s rights to be provided equal access and the College’s right to protect the integrity of its services and programs.

## Career Services

SPCC’s Career Services provide comprehensive career exploration to students. Career counselors can help students (1) explore and decide upon a career and academic major, (2) discover options for occupations related to a major, (3) identify factors to consider in making career decisions such as required education level, salary, working conditions, skills, certification or license requirements, five- to ten- year job projections, etc., and (4) develop a career plan.

Students may identify career interests through assessments that relate to personality, interests, skills, and values to various career fields. The world of work may be explored through a wealth of online and hard-copy resources. Career development is a life-long process. Once students learn the steps of the process, it can be repeated whenever needed throughout life.

South Piedmont Community College’s Career Services are located on both campuses:

- L. L. Polk Campus, Garibaldi Building, Student Services
- Old Charlotte Highway Campus, Building B, Student Services

## College Days and Transfer Information

During the academic year, SPCC hosts a College Day for students, alumni, employers, and community residents who wish to obtain their bachelor’s degree. Representatives from four-year colleges and universities attend this important event. College materials (catalogs and admissions applications) and transfer information are available in Career Development Services. SPCC counselors and Arts and Sciences faculty can answer questions about the transfer process.

## Voter Registration

Students and employees who have not registered to vote may register in the Library at either the L. L. Polk campus or Old Charlotte Highway campus. Students and employees may register throughout the semester; however, the deadline to register in order to participate in an election year is twenty-five (25) days prior to the Election Day. Any individual with a disability who needs help completing the voter registration form should ask for assistance from a Library staff member.

## Student Orientation

All new students are required to attend orientation online at [www.spcc.edu](http://www.spcc.edu) under Students/Register/Orientation. The purpose of the orientation is to acquaint students with the campus, academic services, and student support services, as well as to discuss policies and regulations of South Piedmont Community College. Orientation will provide information concerning:

- Campus regulations and policies
- Financial aid
- College support services, i.e., counseling, career services, disability services, tutoring services
- Academic policies to include drop/add, withdrawal, and change of program procedures
- Library services
- Student activities

## Services to Continuing Education Students

The following support services are available to continuing education students:

- Curriculum admission and program information
- Placement testing
- Personal counseling
- Reasonable accommodations for students with disabilities
- Career guidance through assessments, inventories, and resume tools
- College IDs for students requiring off-site program identification

## Academic Support Centers/Tutoring

Academic Support Centers are available at both the L. L. Polk campus and the Old Charlotte Highway campus to assist students in strengthening academic skills.

Tutoring is available to students needing help in a specific course of study. Tutors provide individual and/or group help to build stronger understanding of course material outside of regularly scheduled classes. Tutoring services are available via appointment, or on a walk-in basis, if tutors are available. Additional information and a link to make an appointment for a tutoring session are located under Students/Student Resources/Academic Support Center on the SPCC Website.

## ePortfolio Assistance

ePortfolio assistants are available in the Academic Support Centers on the L.L. Polk and Old Charlotte Highway campuses. Assistants work one-on-one or in workshop settings with students who need help with website building and the skills that support their creation and development. Assistants can answer Taskstream related questions and assist students with the submission of artifacts. Assistance with the Core Skills or program outcomes, goal writing, selecting artifacts, writing reflections, or brainstorming for a theme are their specialties. Students in any program can receive help with website building and technical concerns. Appointments can be made using WOnline, which is under Students/Student Resources/Academic Support Center on the SPCC website, or by emailing [eportfolio@spcc.edu](mailto:eportfolio@spcc.edu).

## Library Services

SPCC has libraries in two locations: The Horne Library at the L. L. Polk campus in Polkton and the Carpenter Library at the Old Charlotte Highway campus in Monroe.

**Services to Students:** Each library has computers, laptops, and printers available for student use. Wireless access is also available. The library staff can provide a wide variety of services such as assistance with using the computers, formatting papers, searching the Internet, and answering research questions. Librarians also provide a variety of workshops including Information Literacy classroom instruction that will help students find appropriate sources for assignments. Library orientations on how to use library resources are provided online when students register and on campus during the summer. Students coming to campus or attending online can find a variety of tutorials, links to resources, and other helpful information by going to the library website [www.spcc.edu/libraries](http://www.spcc.edu/libraries).

**Library Resources:** Students have access to over 25,000 items in the libraries. Resources include books, magazines, newspapers, and DVDs. The libraries also offer several online databases including NC LIVE. NC LIVE offers over 100 databases, 25,000 electronic books, and over 1,000 audio books to meet the needs of students whether on campus or online.

**Library Card:** The SPCC College ID also serves as a library card. Every student should have a current College ID, which can be obtained in either campus library, L. L. Polk or Old Charlotte Highway. Once students obtain an ID, a library account can be created, and library materials can be checked out.

## Technology

Students at SPCC utilize many different technologies in their studies. Moodle, TaskStream, [go.spcc.edu](http://go.spcc.edu), and Office 365 are the main technologies required. Students will be more successful as they understand the functions of each system and how to use them.

**Starfish** is an online system that allows students to connect and engage with the college for academic success. Starfish is used to set up appointments at the college for instructors and advisors to keep in contact with students about academic progress. Starfish may be accessed from the SPCC website at [www.spcc.edu](http://www.spcc.edu) or go to <https://spcc.starfishsolutions.com/starfish-ops/support/login.html>.

**Moodle** is a course management system used for all SPCC curriculum online, blended, and web-enhanced courses. It stands for Modular Object-Oriented Dynamic Learning Environment. To get to SPCC's Moodle site, go to <https://online.spcc.edu>.

**Taskstream** by Watermark is a web-based system that helps measure learning and how effectively SPCC supports learning. Students interact with Taskstream by uploading assignments for review and assessment. To get to Taskstream, go to <https://login.taskstream.com/signon/>. Instructors or the Department of Institutional Effectiveness will give students detailed information on creating a Taskstream account and how to enroll in the Taskstream program for each class.

**SPCC Go! Account** allows students to access online registration, grades, advising, financial aid, class schedules, college updates, and more. To get to this website, go to <https://go.spcc.edu> to sign in.

**Office 365** allows access to email accounts and Microsoft applications for use at SPCC. These accounts are free and are available in accordance with our Microsoft agreement. To access Office 365, go to <https://portal.office.com>. The new email address will be [username@student.spcc.edu](mailto:username@student.spcc.edu).



## **Student Government Association**

The purpose of the Student Government Association (SGA) is to enhance the College through the representation of the student body in matters affecting student life. Moreover, the SGA promotes and supervises student organizations and activities in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students. All enrolled full-time and part-time students who pay the student activity fee are members of the SPCC SGA.

The SGA Executive Board consists of six (6) members who are elected each spring. The Executive Board provides leadership and coordination for all student-sponsored activities and events at SPCC. The Executive Board leads committees to organize and conduct activities throughout the year and works to provide a vital communication link to all of the students at SPCC.

## **Clubs and Organizations**

Active student clubs and organizations are the cornerstone of quality student life programs and events. Clubs allow students to fellowship with others with like interests and benefit from the diversity and talent within each club. SPCC sponsors clubs for students. Some are program-related, but general interest clubs such as Public Safety Association, Medical Office Administration, SPCC Bible Study, SP Cares, SPCC Journalism Club, Minority Male Scholars, and a VALOR (Veterans) Club are also active. Students interested in transferring to a four-year institution can find support and resources through the College Transfer Club. A complete list of clubs and organizations is available on the SPCC website, [www.spcc.edu](http://www.spcc.edu) under Students/Student Life/Clubs and Organizations.

## **College IDs**

SPCC curriculum students should obtain a College ID free of charge at the library on the L. L. Polk campus or the Old Charlotte Highway campus. Students must present an official registration form prior to receiving the ID. The SPCC College ID will also serve as a student's library card. Students can obtain a replacement ID for a fee of five dollars.

## **Class Rings**

SPCC class rings are available to all students. Students wishing to purchase rings should check with the Student Services Office to find out when to order. A ring sales representative will be available during specific times that will be announced in advance.

## **Health Services and First Aid**

SPCC recognizes the correlation of health and academic productivity. Health information is provided that addresses the health and well being of individuals. SPCC's student activities provide on-campus health services opportunities to students, alumni, and employees through local community outreach programs at SPCC events.

Emergency First Aid kits are maintained throughout the campuses of SPCC. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, a physician and/or ambulance service may be called at the student's expense to provide necessary medical services.

## Drugs and Alcohol

South Piedmont Community College, through its policies and programs, is dedicated to providing an atmosphere that encourages:

- The reinforcement of a positive, drug-free lifestyle.
- Respect for laws and rules prohibiting the use of illegal drugs and the abuse of alcohol.
- An understanding of the effects of drugs and alcohol on personal health and safety.

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, at any official function sponsored by the College, on all college premises, or as part of any college-sponsored activities (except in those college facilities approved for renting to the public for functions and where the distribution and use of alcohol have been approved for the rented facility). Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The Vice President of Student Services is responsible for implementing the Drugs and Alcohol Policy as it relates to students. Additional information can be found in the Student Handbook available on the SPCC website [www.spcc.edu](http://www.spcc.edu) under Students/Student Life/Student Rights and Responsibilities.

## Smoking/Tobacco-Free Campus

South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities.

No student, employee, or college visitor is permitted to use any tobacco product or any comparable smoking or personal vapor-generating device, such as e-cigarettes, at any time, including during non-college hours:

- in any building, facility, or vehicle owned or leased by South Piedmont Community College
- on any College grounds or property - including athletic fields and parking lots - owned or leased by South Piedmont Community College
- at any College-sponsored or College-related event, on campus or off campus

## Firearms or Other Dangerous Weapons Policy

South Piedmont Community College provides a safe environment for students, faculty, staff, and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, may result in disciplinary actions.

- The College may file charges under North Carolina General Statutes 14-269.2.
- Any student who violates this provision may be expelled from the College for a period of not less than one year.
- Violation of this provision by any employee may be considered a breach of the terms and conditions of employment.
- Action may follow in accordance with the College's personnel or student due process procedures.

## Student Conduct

Students at SPCC are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. Student rights, responsibilities, and procedures are outlined in the current Student Handbook, which can be obtained from the Student Services Office and online at [www.spcc.edu](http://www.spcc.edu). Any student subject to dismissal from SPCC for disciplinary reasons is entitled to due process, including the right of appeal as outlined in the Student Handbook.

## **Inclement Weather**

SPCC ensures the safety of students and employees by implementing a policy and procedure to be observed during inclement weather and other exigent conditions.

When these conditions occur on days of scheduled classes and/or events, SPCC will post announcements of closings or delays on the College website at [www.spcc.edu](http://www.spcc.edu), area television stations, and via the college's mass notification system. Any decisions to close or delay college classes and/or events will be posted as early as the situation permits.

At all times, students and employees should use sound judgment when making travel decisions. Additionally, they should exercise caution when traveling to and from campus during periods of inclement weather.

Although the campus may be closed and classes cancelled because of inclement weather, faculty will post a makeup assignment or activity in Moodle the day of the missed classes or as soon as possible. Each on-campus class has a Moodle site, and makeup work for missed classes is to be completed in Moodle. When the campus is closed, students should log in to their classes on Moodle to avoid falling behind.

## **Children on Campus**

South Piedmont Community College, as an adult educational institution, does not maintain child care facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff of the College may not bring children to class, to work, or leave children unattended on campus. The College assumes no responsibility for supervision of children. Students, visitors, and employees who fail to comply with this policy may be asked to leave the campus.

## **Visitors on Campus**

South Piedmont Community College welcomes visitors and prospective students to its campuses during normal operating hours. Visitors are not permitted to attend classes or contact students on campus without permission from the President or his/her designee.

Visitors on campus should register at the information/reception desk so that information and directions can be given, and to ensure that all individuals are accounted for in case of an emergency. Individuals who are loitering or who have not registered at the information/reception desk will be asked to leave the campus.

## **Campus Housing**

SPCC does not have dormitory facilities. The Student Services Office may assist in obtaining information about area rentals when available.





## ACADEMIC INFORMATION

South Piedmont Community College operates on the semester system. The fall and spring semesters are each sixteen (16) weeks and may include two or more shorter sessions. The summer term is eight (8) weeks and may contain two or more shorter sessions.

### Student Classification

- Full-time curriculum students are enrolled in 12 or more semester hours of credit.
- Part-time curriculum students are enrolled with fewer than 12 semester hours of credit.
- Special credit students are enrolled in individual credit courses but not working toward graduation.

### Academic Credit Hours

Semester hours are awarded as follows:

- One semester hour of credit for each hour per week of class lecture
- One semester hour of credit for each two or three hours per week of laboratory or shop
- One semester hour of credit for each three hours per week of clinical
- One semester hour of credit for each ten hours per week of cooperative work experience

### Student Course Load

Students must carry 12 semester hours to be considered a full-time student. Permission from the dean within the educational division must be obtained to schedule more than 20 credit hours in one semester.

The decision about the best course load in fall or spring semesters or summer term depends on the amount of time available to students to complete academic work in addition to other responsibilities. College coursework requires more than just the time to attend class. Students need to allow time for reading, studying, assignments, research, projects, etc. Plan to devote two (2) to three (3) hours outside of class for every hour that the course meets. For example, if the course is a three (3) contact hour course (meets three (3) hours per week), plan to devote six (6) to nine (9) hours outside the classroom.

### Distance Learning

Distance learning delivery systems at SPCC include online courses, blended courses, web-enhanced courses, and interactive television courses.

**Online (Internet)** courses are taught via the Internet, which gives the flexibility of accessing course information, submitting assignments, and participating in course discussions at a time and place that is convenient to the student's schedule. All online courses have schedules and due dates that students will have to meet in order to be successful. Online courses are offered as part of the College's regularly scheduled classes; that is, they have published start and end dates. Courses conducted totally online have "IN" section numbers.

**Blended** courses combine online learning with required, scheduled, face-to-face instructional time. The primary delivery is online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the College. The online portion replaces classroom instructional time with activities and assessments that are done online. Students must attend all scheduled classes just as any other traditional college course. Blended courses have "B" section numbers.

**Web-Enhanced** courses are regular, face-to-face classroom courses that use an online course site to supplement instruction. Instructors will post the course syllabus there along with other course materials. They may use the online grade book to help keep students up-to-date on their grades. Or, they may require submission of assignments electronically in the course's online site. Some others may do all course testing on the course site. All of SPCC's seated courses are now web-enhanced. Students will be required to submit at least one assignment by going to the course's online site. Web-enhanced courses have "W" section numbers.

SPCC uses the Moodle course management system for online learning. To access **Moodle**, go to <https://online.spcc.edu>. A username and password are automatically created. Usernames include the first letter of the student's first name, the first three letters of their last name, and the last four digits of their SPCC student ID number. (Student ID numbers can be found under the student's name at the top left corner of the registration form.) If logging into Moodle for the first time, the student logs into their SPCC Go! Account first, using their initial temporary password. The initial temporary password is "Temp" followed by the student's two-digit birth month, two-digit birthday, followed by the plus sign. The "T" in the word "Temp" must be capitalized. For example, John Q. Public (student ID 1234567) would log in:

Username: jpub4567

Password: Temp0712+

Students will be required to change the password in their Go! Account the first time they log into Moodle. The new password must be at least eight (8) characters long and include at least one (1) lower case letter, at least one (1) capital letter and at least one (1) number or special character.

**Interactive Television (ITV)** courses have two-way interactive video technology that connects teaching locations among SPCC campuses and throughout the state. ITV enables the course instructor and students in the classroom at one location to see, hear, and talk to students in comparably equipped classrooms at other locations. There are ITV classrooms on the L. L. Polk campus in Polkton, the Old Charlotte Highway campus in Monroe, and the Lockhart-Taylor Center in Wadesboro. These courses are taught by SPCC instructors and have "ITV" section numbers.

Registration for distance learning courses is handled in the same way as traditional course registration. Credit hours earned for taking these courses are the same as those earned for taking the same courses in a traditional classroom setting. The cost for distance learning is the same as for traditionally scheduled courses. There is, however, a \$7 fee for online ("IN" sections) courses that use Moodle as the sole mode of delivery. There is a \$3.50 fee for blended ("B" sections) courses.

Students participating in distance learning courses must:

- Complete the College Placement Test (CPT).
- Meet required prerequisites and/or corequisites listed for the course in the College catalog.
- Possess the necessary skills and technical requirements needed to participate in distance learning courses.
- Complete all assigned coursework, discussions/chats, and assessments within the time constraints defined by the instructor.
- Access online and blended courses using the Internet on or before the last published access date. Additional information about these dates is published on the College website, [www.spcc.edu](http://www.spcc.edu) under Student Resources / Distance Learning.

Distance learning is not for everyone. Although everyone might like the idea of not having to attend class, the flexible scheduling comes with extra demands. Students must decide if they are a good candidate for a distance learning course. Distance learning students need to be self-motivated and willing to work 12 to 15 hours every week on a course. They should be very disciplined and be able to create and adhere to a schedule of study, to read textbooks and articles, to do assignments, and to prepare for and take online tests.

To determine candidacy for being a successful online learner, complete the orientation activity, which includes viewing modules and taking assessments, available on the SPCC Distance Learning page of the SPCC website.

Distance learning students must not only have access to the right equipment for the course but must know how to use it. When taking online and blended courses, access to a computer and a reliable Internet connection is needed. Although computers on campus are connected to the Internet, students must not rely on campus computers as the sole means of accessing their courses.

Some courses will require specific versions of software packages, such as a Microsoft Office. Many courses will require that students view PowerPoint presentations and/or create one as part of a course project. Students' computers must be loaded with the required software, or they must have the ability to save documents in a format that the instructor can open and read and that is agreed upon.

At a minimum, students using Moodle must be able to:

- Access and use their SPCC Office 365 email account
- Open and close a word processing program
- Enter and edit text
- Save a file to a hard drive or a flash drive
- Upload files from a hard drive or a flash drive
- Open existing documents
  - Use passwords
  - Protect against computer viruses
  - Open and close a browser
  - Navigate to different websites
  - Create/find/use a bookmark or favorite

## Academic Advisors

Every curriculum student is assigned an academic advisor(s). The academic advisor is available to students during his/her regularly scheduled office hours as well as by appointment. Students have the responsibility for planning their program of study with the help of the academic advisor. This involves (1) keeping up to date with College and division/department curriculum requirements, (2) keeping informed of academic deadlines and changes in academic policies, and (3) consulting with the academic advisor at each pre-registration period and at other times as needed. Current students can find their academic advisor in Starfish under My Success Network.

## Catalog of Record

The catalog that is current when a student enrolls in the College is called the catalog of record. The program of study listed in the student's catalog of record outlines the requirements that must be met for graduation. When changes occur in a program of study, a student may elect to move to the next catalog in which those changes are effective or continue in the current catalog. A request for change must be filed with the Admissions Office in Student Services. Any deviation from the catalog of record must receive written approval by the student's academic advisor and his/her supervisor.

If a student has not attended South Piedmont Community College for at least one academic year, re-entry must be under the catalog in effect at the time of readmission.

## Continuous Enrollment

As long as a student maintains continuous enrollment, the student's records (test scores, transfer credit evaluation, etc.) will remain valid. Continuous enrollment is defined as enrollment in consecutive fall and spring semesters. If a student does not maintain continuous enrollment, the student may be required to take the College Placement Test (CPT), and/or repeat coursework.

## Collaborative Agreements

If a student is taking classes at South Piedmont Community College toward a degree which will be awarded by another community college, such as Fire Protection Technology (Central Piedmont Community College), the student must meet the admissions and graduation requirements for that "host" college. Transcript evaluations will come from the host college. Most colleges will only accept 75 percent of the total program hours as transfer credit from another college. Check with the host college to find out their admissions, graduation, and transfer credit policies.

## Changing Program of Study

When students complete an application for admission to South Piedmont Community College, a program of study is selected or declared. To change this program of study or to add another program of study, students must visit the Admissions Office in Student Services for a change of program form. Depending on the situation, students will be referred to an advisor for further discussion about the program change and the reasons behind it. If the student is receiving financial aid, he/she will be required to speak with a financial aid representative as to the possible consequences resulting from a program change. Completed forms must be returned to Student Services for processing. If a student has been placed into Special Credit status by the Admissions Office due to not meeting all admissions criteria, all of those requirements must be met before requesting a change. Students may change their program only once per semester. Changing programs may result in loss of financial aid.

## Student Records

South Piedmont Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of student's institutional records for five (5) years and are subject to all state and federal regulations governing the safety and confidentiality of those records:

- Complete application
- Registration and change notices
- Veterans records
- Transcripts
- Registration forms
- Test records (when applicable)
- Statement of waiver by the student for release of records, which also contains a list of those persons to whom the records are accessible

South Piedmont Community College will use the above information for the sole purpose of assisting students in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.



Students have the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Vice President of Student Services or a counselor. Each must provide identification and complete a Request for Release of Information form. Students will be allowed to view records within 45 days of the request.

## **Destruction of Records**

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide the information contained in such records following their destruction. (This includes official, non-official, and faxed copies.)

## **Transcripts**

Copies of South Piedmont Community College transcripts may be requested by completing a transcript request form available in the Registrar's Office. Allow time for processing and mailing.

Transcripts are sent upon the written request of the student only. No transcript will be furnished for a student whose financial obligation to the College has not been satisfied. Transcripts cost \$5 each and will be mailed out within 48 business hours of the request. Transcripts on demand or faxed transcripts can also be obtained for a \$5 fee. If paying by check, the check must include a driver's license number and phone number. Starter checks are unacceptable.

A student may also obtain transcripts through the National Student Clearinghouse website at [Getmytranscript.org](http://Getmytranscript.org). The fee is \$2.00, plus \$2.25 per address to which the transcript is sent.

## **Academic Integrity Policy and Procedure**

SPCC's Academic Integrity Policy and accompanying procedure address student rights and responsibilities regarding academic dishonesty. This policy applies to all students, including those in distance learning courses and programs.

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes but is not limited to the following: cheating, plagiarism, fabrication/falsification, and complicity in academic dishonesty.

Cheating is an attempt to use or actual use of unauthorized materials in any format to complete an academic exercise. Cheating also includes the communication of unauthorized information during an academic activity or exercise.

Cheating includes, but is not limited to, copying another student's homework, class work, or required project (in part or in whole) and presenting it to the instructor as one's own work; or giving, receiving, offering, and/or soliciting information on a quiz, test, examination, or other academic exercise.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized according to the conventions appropriate for the assignment (APA style, MLA style, etc).

Self-plagiarism is the unauthorized use of one's own previous work without the express permission of both the instructor to whom the previous work was submitted and the instructor to whom the work currently is being submitted.

Fabrication/falsification is an attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise. Fabrication/falsification may include presenting dishonest information related to an academic activity or exercise; or creation of or altering information or citations related to an academic activity or exercise.

Complicity in academic dishonesty refers to intentionally giving unauthorized assistance to someone else who engages in academic dishonesty.

It is the student's responsibility to learn more about how to avoid academic dishonesty. If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

- The instructor will notify the student in writing of the details of the academic integrity violation, which may include a formal warning, a reduced grade on an assignment, or a reduced grade in the course.
- The instructor will send the student's name along with detailed evidence and documentation of the violation to his/her supervisor, the Vice President of Academic Affairs/Chief Academic Officer (CAO), and the Vice President of Student Services to be added to the student's permanent academic record.
- The Vice President of Student Services will notify the appropriate supervisor if there are previous documented offenses in the student's file. The Vice President of Academic Affairs/CAO, in consultation with the supervisor, will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of expulsion depending on the severity and number of violations.
- The student may appeal the academic integrity violation and/or the disciplinary action resulting from the violation by submitting a letter addressed to the Student Appeals Team in care of the Vice President of Academic Affairs/CAO no later than five (5) days following notification to the student of the disciplinary action.
- The Student Appeals Team will hold a hearing within ten (10) working days of the receipt of the appeal.
- The decision of the Student Appeals Team will be final.

## **Attendance**

Regular attendance and participation are essential to student learning and successful completion of a course. South Piedmont Community College recognizes that students are adults with many responsibilities and occasionally absences are unavoidable. However, absences in no way lessen the student's responsibility for meeting the requirements of the course.

### **Attendance in Traditional or Web-Enhanced Classes**

Traditional or web-enhanced courses are seated classes in which students attend on campus or at other designated physical locations. Absences are counted from the first official meeting of the course regardless of when the student registers for, or enters, the course.

Students are responsible for all work missed during their absence. Instructors are not required to accept makeup or missed work; therefore, acceptance of makeup or missed work is at the discretion of the instructor.

Attendance may be used as a factor in determining the final grade for a course. This factor must be included in the instructor's syllabus. Instructors are responsible for discussing their syllabus at the first class meeting of each course.

Instructors may withdraw students who violate the instructor's attendance policy as outlined in the course syllabus. In the event that a student's absences in a course exceed 12.5 percent of the course contact hours, the instructor may submit a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the

instructor will attempt to notify the student of the impending withdrawal. The 12.5 percentage is calculated by doubling the number of course contact hours as listed in the College catalog. For example, the 12.5 percent point for a three (3) contact hour course is 6 class hours. The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

Punctuality is also essential to student learning. Students are expected to arrive to class meetings on time and to stay for the entire class period. Arriving late or leaving early disrupts the learning environment. Each instructor is responsible for addressing punctuality in the course syllabus at the first class meeting of the course.

#### **Attendance in Distance Learning Classes (100% Online)**

Distance learning courses are taught totally online via the Moodle course management system. Student "attendance" in online courses is defined as active participation in the individual online course. Active participation is tracked through weekly login records, submission/completion of assignments by the posted due dates, completion of tests, and communication with the instructor as outlined in the course syllabus. If a student fails to maintain active participation for a period equivalent to 12.5 percent of the total instructional days for the semester/term and has made no contact with the instructor, the instructor may withdraw the student from the course by submitting a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal.

The inactivity period equivalent to 12.5 percent is defined as follows:

- 10 instructional days for a 16-week course
- 8 instructional days for a 12-week course
- 5 instructional days for an 8-week course

For any situation which results in the student being unable to log in to his/her online course, the student is responsible for contacting the instructor.

#### **Attendance in Blended Classes**

Blended courses have both online and seated class attendance requirements. Instructors may withdraw students who violate the instructor's attendance policy as outlined in the course syllabus. In the event that a student's absences in a course exceed 12.5 percent of the on-campus contact hours for the course, the instructor may submit a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal. The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

If the student fails to maintain active online participation for a period equivalent to 12.5 percent of the total instructional days for the semester/term and has made no contact with the instructor, the instructor may withdraw the student from the course by submitting a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal.

The inactivity period equivalent to 12.5 percent is defined as follows:

- 10 instructional days for a 16-week course
- 8 instructional days for a 12-week course
- 5 instructional days for an 8-week course

For any situation which results in the student being unable to log into his/her online course, the student is responsible for contacting the instructor.

**Department Attendance Requirements**

A curriculum department may be more stringent in its attendance requirements but cannot be more lenient. If a department decides to have more stringent attendance requirements, then all instructors in the department must incorporate these requirements into their syllabi and advise their students of these requirements at the first class meeting of each course. If an external accrediting agency requires a more stringent attendance policy for a program in a department than the College's attendance requirements, that requirement will be incorporated into the syllabi. Changes to the College's attendance requirements must be approved in advance by the Vice President of Academic Affairs/Chief Academic Officer.

**Absences for Religious Observances**

South Piedmont Community College will authorize two excused absences each semester (fall and spring) for religious observances required by the faith of a student.

SPCC requires that the student provide written notice of the request for an excused absence a minimum of two weeks prior to the date of the religious observance. The student will be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. The student must communicate with the instructor in advance of the absence to determine how and when the missed work will be completed.

**Census Dates**

Entry into classes at SPCC requires students to have physically attended and or to have logged into their Moodle courses and completed the Start Up Activity in order to be counted for funding purposes. Entry into a course must occur by the census date/10 percent point for the course. Census dates differ depending on the type of course in which the student is registered:

Students who have neither logged into their Moodle course and completed the Start Up Activity by the census date NOR attended a seated class meeting by the census date will be considered "Never Attended" and removed from the course. Students are responsible for the cost of any course in which they are considered a Never Attended. Never Attended grades may affect financial aid.

**Traditional or web-enhanced classes:** Students must be physically present by the census date/10 percent point for the course. Students who have not attended any class meeting by the census date will be considered "Never Attended" and removed from the course.

**Distance learning or online classes:** Students must log into Moodle AND complete the Start Up Activity by the census date/10 percent point in the course. Students who have not logged into Moodle and completed the Start Up Activity by the census date will be considered "Never Attended" and removed from the course.

**Blended classes:** Students must log into Moodle AND complete the Start Up Activity by the census date/10 percent point in the course OR must have physically attended a seated class meeting by the census date/10 percent point in the course. Students who have neither logged into Moodle and completed the Start Up Activity by the census date NOR attended a seated class meeting by the census date will be considered "Never Attended" and removed from the course.

**Credit by Examination (Test Out)**

Students may request academic credit for a course by demonstrating the required level of proficiency for that course. Approval for a credit by examination or test out is at the discretion of the course instructor.

- Register and pay for the course as listed in the class schedule.
- Financial aid does not pay for credit by examination.
- Veteran's Benefits do not pay for credit by examination.



- Students must speak with the instructor for the course concerning their desire to test out.
- The credit by examination must occur before the 10% point or census date for the course.
- Students must score at a "B" grade level or higher on the test.
- Students will be assigned a grade of "CE" on their transcript. This grade is not used in computing GPA.

The credit by examination may be attempted only once for each course. If a grade of "D," "F," or "I" has been received previously for the course, students are not eligible to take a credit by examination for that course. If a student drops or withdraws from a course, the student is not eligible to take a credit by examination for that course during that semester.

## Independent Study

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study classes are only used in extraordinary cases and when other alternatives, such as online, video conference, schedule modification, etc., are not available. Generally, independent study courses are used when students have an immediate need for a course in order to fulfill graduation requirements. Independent study classes are rare and must have the approval of the appropriate dean and vice president prior to the creation of the class.

Registration for the course should take place during regular semester registration. All independent study classes must be required or elective courses in the program of study. Faculty member and student meet face-to-face weekly throughout the semester to discuss/assess progress toward meeting the course learning outcomes and for conducting the course assessment processes. The face-to-face meeting schedule is negotiated in advance of the course start date by faculty and student, and the total meeting hours must be at least one-third of the total contact hours of the course. For example, during a 3-credit hour 16-week course, faculty and student would meet face-to-face for one hour each week, resulting in a total of at least 16 hours meeting time. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

## Work-Based Learning

Work-Based Learning (Cooperative Education) integrates classroom learning with practical work experience in a work setting related to each student's program of study. The objective of work-based learning is to expand the student's learning environment into the workplace, providing opportunities to observe and apply the skills and knowledge learned in the classroom. Students will work under a structured learning plan and under the guidance of a designated supervisor at an approved work site. Academic credit is given for the learning that takes place during the work period. Students normally will be eligible to register for work-based learning as outlined in the curriculum map for their program of study. The work-based learning director will help students plan for the work-based learning experience.

To be eligible to participate in a work-based learning course, students must meet the following minimum requirements:

- Be enrolled in a curriculum program of study at SPCC that includes work-based learning in the curriculum
- Have and maintain a GPA of 2.0 or higher
- Have the approval of the work-based learning director

In some cases, students may be permitted to use their current job for work-based learning. Such employment must meet all work-based learning criteria as determined by the director of Work-Based Learning.

In the event a student's behavior is not consistent with sound work practices and/or safety essential to the work-based learning position, the work-based learning director, or on-site supervisor may remove the student from the work-based learning site immediately.

## Course Substitution

Students may request to substitute an equal or higher-level course required in the program of study based on particular occupational goals. The exception is that substitutions are not allowed for a program's core courses. Core courses are listed under "Major Hours - Core Courses" in the Programs of Study section of this catalog. All substitutions must be approved by the student's advisor, the appropriate dean, and the Registrar.

No course substitutions will be accepted if a student has not met SPCC's prerequisite and/or corequisite for the required course.

A maximum of five (5) courses may be credited for any associate degree through course substitution, three (3) courses for diploma, and one (1) for certificate.

No course substitutions will be approved for CIS 110 and CIS 111 unless the North Carolina Community College System curriculum standard for the program allows for the substitution. Re-entering students must take ENG 111; no course substitutions for ENG 110 will be approved. All re-entering students will be strongly encouraged to retake the College Placement Test. Re-entering students must retake the CPT if scores are older than five (5) years.

## Course Prerequisites

Students must comply with regulations stipulating that courses may not be taken until all state and local prerequisites have been met. If withdrawing from a prerequisite course, the student will also be dropped from currently registered courses requiring the prerequisite.

## Course Corequisites

A corequisite course is a course that must be taken simultaneously with another course. If withdrawing from a corequisite course, the student must also withdraw from the course requiring the corequisite.

## Course Withdrawal

South Piedmont Community College recognizes that from time to time it may be necessary for a student to withdraw from a course. Students may withdraw from any course and receive a grade of "W" after the class census date and through the 70% point of the semester. Students must see a counselor and complete a "Withdrawal Form." This form must be signed by the student and the counselor and be submitted to the Registrar's Office.

Before withdrawing from a course, be aware that course withdrawals:

- May affect financial aid status
- May affect transfer grade point average
- May affect anticipated graduation date

After the 70% point of the semester, if the student must withdraw from one or more classes, the Vice President of Student Services may grant an **administrative withdrawal**. To petition for an administrative withdrawal after the 70% point of the semester, the student must:

- Get an administrative withdrawal request form from the Student Services Office.
- Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw.
- Submit the completed request form along with documentation at least two (2) weeks before the end of classes for the semester in question.

In cases where the Vice President of Student Services formally approves the withdrawal, a grade of "W" will be assigned.

Students who withdraw through the 60 percent point of the term and who are receiving federal financial aid (Title IV) are required to repay funds for which they are not eligible due to withdrawal.

NOTE: If the course the student wishes to take has a prerequisite or a corequisite, the student is required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When withdrawing from a course with a corequisite, both the corequisite and the course requiring the corequisite must be withdrawn. If a student is preregistered for a course in which the requisite is required, the course requiring the requisite will also be dropped.

## Course Repeat

In an effort to earn a higher grade and/or to enhance mastery of course content, students may repeat any curriculum course, but may not enroll in the same course more than three (3) times without approval of the Vice President of Academic Affairs/Chief Academic Officer. Although all grades will appear on the transcript, only the highest grade will be counted toward the cumulative grade point average (GPA) at South Piedmont Community College.

The University of North Carolina System and other colleges and universities require that a grade of "C" or better be earned in each transfer course completed. If a student is planning to transfer, realize that receiving institutions do not have consistent policies regarding coursework that is repeated and may recompute grade point averages to include the grade(s) originally assigned.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is the student's responsibility to determine their status in regard to veterans benefits and financial aid.

If a student has been dismissed from (or have dropped out of) a program that requires specific admissions, (i.e., curriculum and continuing education health programs, BLET, etc.) they will not be permitted to repeat any course in that particular program without being officially accepted into that program.

## Grade Forgiveness

Any returning student who has not attended South Piedmont Community College for five (5) years and upon re-enrolling maintains a 2.0 GPA for a minimum of 12 semester hours may petition to have grades on all prior coursework more than five (5) years old with a grade of less than "C" excluded in calculating the cumulative GPA.

- These credits must not be required to satisfy any previous degree requirements.
- Only prior courses with grades below a "C" are eligible for grade forgiveness.
- Students must complete a grade forgiveness form that can be obtained from the Registrar's Office.
- Only one grade forgiveness request will be accepted. If the request is approved, the record of the earlier coursework remains on the transcript but is not calculated in the cumulative grade point average.
- For instances in which grade forgiveness is granted for courses completed at South Piedmont Community College and then transferred to another college or university, the receiving institution may choose to disregard those course grades. Other colleges or universities may elect to include grades forgiven in computing the grade point average (GPA).

## Grades

The evaluation of each student's coursework will be reflected in a final letter grade assigned by the instructor at the end of each semester or term. Grades will be posted in WebAdvisor. The 4.0 quality point system is used to calculate the quality point averages. Quality points are the numerical equivalents of the letter grades and are used to determine academic honors. The letter grades used are:

Grade	Rating	Quality Points (per credit hour)
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
AP*	Advanced Placement	0
AU*	Audit	0
CC*	Course Completion	0
CE*	Credit by Examination	0
I*	Incomplete	0
NA*	Never Attended	0
P*	Passing	0
R*	Re-Enroll	0
SR	Senior Citizen Audit	0
T*	Transfer	0
TP*	Tech Prep	0
W*	Withdrawal	0
WI*	Withdrawal by instructor	0

\*These grades do not affect GPA.

## Grade Point Average (GPA)

GPA is a calculation of credits earned and grades received. The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. A minimum GPA of 2.0 in the program of study and overall is necessary to meet grade requirements for graduation.

## Academic Evaluations (EVAL)

The academic evaluation identifies the course requirements for the student's program, indicates which of these courses have been completed, and reflects the program of study GPA (courses, grades, and quality points included in the program). Students may obtain an academic evaluation from their advisor, from the Student Services Office, the Advising Center, or through WebAdvisor.



## Academic Honors

Students enrolled in a curriculum program leading to a degree, a diploma, or a certificate, are eligible for the Academic Honors lists. Special credit students are not eligible for academic honors. Students who earn grades of "D," "F," or "I" for the semester are also not eligible. Any repeated (coursework previously attempted), developmental education courses or earned grades of "W" or "WI" will be excluded from the minimum semester hours.

- **Dean's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 3.5 GPA or higher (but less than a 4.0 GPA) will be placed on the Dean's List. Only courses at or above the 100 level are considered in calculating eligibility for academic honor.
- **President's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 4.0 GPA will be placed on the President's List. Only courses at or above the 100 level will be considered in calculating eligibility for academic honor.

## Course Auditing

If a student wishes to attend classes regularly but does not want to take examinations or receive credit, the student may register as an auditor. If the course has requisites, then all requisites must be met before enrolling. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A grade of "AU" will be assigned. Enrollment in a course for credit cannot be changed to audit after the class census date. The participation of auditors in class discussions or examinations is optional with the instructor. Student auditors are expected to pay regular tuition and fees for audited courses. Federal regulations do not allow financial aid for courses being audited.

Senior citizens who wish to register as an auditor must also meet all requirements of the course. A grade of "SR" will be assigned. Senior citizen student auditors are expected to pay for associated fees and textbooks for audited courses.

## Incompletes

An instructor may assign a grade of "I" if a student is unable to complete all the requirements of a course subject to the following conditions:

- Student has regularly attended class.
- Student has completed 75 percent of the course material with a passing average prior to assignment of the "I."
- Circumstances beyond the student's control interfere with the ability to complete the course by the last day of the semester or term.
- There is reasonable expectation that the remaining work can be completed before the last day of classes of the following semester or term.

"I" grades cannot be awarded if the student does not attend class, complete work, withdraw from the course, or request an "I" to avoid receiving a failing grade.

If the conditions above are met and an incomplete in a course is sought, the student should discuss the appropriateness of an incomplete grade with the instructor. Incompletes must have approval of both the instructor and the division/department chair. If the work is not completed by the instructor's required completion date, the "I" is automatically converted to an "F." Refer to the current Student Handbook for more details.

## Appeal of Course Grade

Any student who believes that an instructor has unfairly assigned a final course grade may pursue the following appeals process. If these procedures are not followed, the student forfeits the right to appeal the final course grade:

- Any student wishing to appeal a grade must consult with the instructor issuing the grade within five (5) working days after the respective course grade is posted in WebAdvisor. The consultation may be in person, on the phone, or by electronic correspondence. After the student has made a reasonable effort to contact the instructor and the instructor has not responded, the student should proceed to Step 2 and contact the supervisor of the respective division/department.
- If, after consultation with the instructor, the complaint is not resolved, the student should consult with the supervisor of the division/department in which the instructor taught the course for which the questioned grade was issued within ten (10) working days after the date the grade was posted in WebAdvisor. If the instructor is a division/department supervisor, the student should contact the Vice President of Academic Affairs/Chief Academic Officer (CAO). The consultation may be in person, on the phone, or electronically.
- Should the matter remain unresolved after consulting with the supervisor, a formal appeal of the grade must be made in writing within fifteen (15) working days after the grade was originally posted in WebAdvisor. This appeal may be submitted to the Vice President of Academic Affairs/CAO by U.S. Postal Service, by e-mail, or in person. The appeal must list the (1) student's full name, mailing address, phone number, e-mail address, and SPCC student identification number; (2) course number, title, section, and time scheduled; (3) instructor; (4) grade issued; (5) error charged by the student; (6) date and time of consultation with the instructor; (7) date and time of consultation with the supervisor; (8) any corrective action being requested; and (9) request for on campus, conference call, or electronic review by the Student Appeals Team. The letter must also include all documentation supporting the reason for the appeal, including copies of graded work, syllabus, etc. The student will receive notification of receipt of the appeal letter.
- Within ten (10) working days of the receipt of the appeal by the Vice President of Academic Affairs/CAO, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing, whether to be held on campus, by phone, or electronically. Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or electronically.
- The Vice President of Academic Affairs/CAO will notify the instructor and the student of the decision on the appeal within five (5) working days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is an ad hoc team appointed by the Vice President of Academic Affairs/CAO and will consist of five (5) members to include three (3) faculty, one (1) Student Services staff member, and one (1) student. A quorum of the Student Appeals Team will be necessary to hear an appeal.

## Academic Standards Policy

Students must maintain satisfactory academic standards. Academic evaluation of student performance occurs at the end of each semester. Minimum satisfactory academic performance is defined as maintaining a cumulative Grade-Point Average (GPA) of at least 2.0 (a grade of "C").

### Academic Intervention

The Counseling Department, in conjunction with the Dean of Student Development, reviews students' academic progress each semester. The first semester a student earns a grade point average below a cumulative minimum of 2.0, the student will be placed on academic intervention. Academic intervention status will not limit the number of hours a student may take during that semester; however, the student

is encouraged to meet with a counselor to complete an academic success plan. The student will have one semester to meet the required 2.0 cumulative GPA. Failure to do so will result in being placed on academic probation.

### **Academic Probation**

The second and all subsequent semesters a student has a grade point average below the minimum 2.0 required for the cumulative hours attempted for his/her current major, the student will be placed on academic probation. During the academic probation period, the student's hours will be limited, and the student will meet with a counselor to register for classes and create an academic success plan. Failure to meet the required 2.0 grade point average during the probationary semester may result in one or more of the following:

- An additional semester of academic probation
- Limited academic course load and counseling
- Loss of financial aid; refer to Section III, Satisfactory Academic Progress for Students Receiving Financial Aid for additional requirements
- Loss of VA educational benefits; refer to Section III, Satisfactory Academic Progress for Students Receiving Financial Aid for additional requirements
- Academic suspension for a semester or more (students suspended for academic reasons will automatically be placed on probation for their first returning semester; refer to Academic Suspension below for further information)
- Other as defined by the Vice President of Student Services

### **Academic Suspension**

Under academic suspension, students:

- Are officially prohibited from enrolling in credit courses at South Piedmont Community College for at least one semester (fall, spring, or summer)
- May register only for continuing education courses at SPCC
- Must submit a letter requesting readmission to the Vice President of Student Services
- If permitted to return, will be readmitted on academic probation. Under this status, students must meet with a counselor to complete an academic plan and obtain the counselor's approval of their proposed course schedules before registering for the next semester.
- Must achieve a minimum 2.0 GPA for each semester. If students do not achieve a semester GPA of 2.0 while on probation following a suspension, they again may be placed on Academic Suspension.
- When students' cumulative GPA is at least 2.0, they will return to Good Academic Standing.

Students may appeal the decision of the Vice President of Student Services by notifying the President no later than five (5) days following the notification of suspension status. The President's decision is final.

## **Academic Enrichment Programs**

### **SP ePortfolio**

The SP ePortfolio is a web-based collection of digital learning materials selected to showcase a student's best academic and college work throughout their programs of study. Created over time, the ePortfolio archives the learner's history, providing a snapshot of student learning and how it develops over time. It includes academic assignments, work experiences, accolades, study abroad, and extracurricular activities, along with reflective commentary to provide context and explain the significance of their experiences. This reflection, or critical thinking, offers students the opportunity to strategically analyze their college learning experience in light of their goals.

The SP ePortfolio tells the coherent story of a student's learning experiences, both in and out of the classroom. Students synthesize and present these experiences for an external, professional audience to provide evidence of their learning using carefully selected artifacts and crafted reflections. The ePortfolio process creates a professional identity that students can use as they transfer to universities or start their

careers. Beginning with the student's first semester and ending with their capstone course, students in Associate in Arts, Associate in Science, and Associate in Fine Arts, create an ePortfolio. For more information, email [eportfolio@spcc.edu](mailto:eportfolio@spcc.edu).

Students who have transferred 50 percent or more of their coursework from another college or university may request an appeal to have the requirement waived. Contact the Director of Academic Enrichment Programs for more information.

### **SP Global Scholars of Distinction**

Global Scholars of Distinction is an academic program that provides SPCC students with global competencies and skills needed for success at universities, for employment, and life in the 21st century workplace. Affiliated with UNC's World View program, NC Global Distinction Initiative, students in the program complete 15 hours of globally focused courses and experience co-curricular activities on campus and in the community. Students create and present a capstone project on a global, international, or intercultural issue. With SPCC's Study Abroad Program, students have opportunities for international travel and learning.

Students in any SPCC degree program with a GPA of 2.5 or higher may participate in Global Scholars. Upon completing the program, students will receive the Global Scholars of Distinction notation on their transcripts and a certificate of completion from UNC Chapel Hill. Honor Cords of Caribbean Blue are worn at graduation. For information, email [tfrailly@spcc.edu](mailto:tfrailly@spcc.edu).

### **SP Honors**

The SP Honors Program, sponsored and administered through the School of Arts and Sciences, provides an intellectually challenging curriculum for high achieving students in any degree program. Honors option courses enrich traditional college coursework by offering additional opportunities for critical thinking, communication, information and technology literacy, academic integrity, and social responsibility. The Honors Contract provides students with the option to collaborate with faculty to create an Honors experience in any curriculum course.

The benefits of the Honors program include:

- Articulation agreements with Appalachian State University, UNC Greensboro, Mars Hill University, Western Carolina University, and UNC Asheville
- Potential transfer of Honors credits to additional four-year institutions
- Individualized assistance for students applying to university honors programs
- Opportunities for leadership in the classroom and beyond
- Presentation opportunities at symposiums and conferences such as the NC Honors Association Conference
- Formal recognition on the official South Piedmont Community College transcript
- Honors cords and recognition at graduation

For more information, email [tfrailly@spcc.edu](mailto:tfrailly@spcc.edu).

### **SP Service Learning**

At South Piedmont, students engaged in service learning participate in community service as a portion of the assigned activities for a curriculum course. Students have the option to fulfill part of the course requirements by completing a service learning project designed by the instructor. The projects meet the learning outcomes for the course by integrating practical, hands on experience with reflective practice offer enhanced opportunities for personal and professional growth.

This program gives students the chance to serve the community and earn college credit at the same time. For more information, email [tfrailly@spcc.edu](mailto:tfrailly@spcc.edu).



## First Year Experience

The First Year Experience (FYE) at SPCC is designed to help students make a smooth transition to college. The FYE program offers a learning community, workshops, and events throughout the year to help students connect with college resources, excel in classes, and get comfortable on campus. The FYE will help provide what is needed to succeed. For information, email [rbrown@spcc.edu](mailto:rbrown@spcc.edu).

## Requirements for Graduation

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in English, reading, mathematics, and computer skills by placing out of or successfully completing courses at the DRE 098 and DMA 040 levels. Graduates will demonstrate fundamental computer skills through successful completion of a web-enhanced and/or blended course.

In order to receive a degree, diploma, or certificate, students must complete a Graduation Application form. The Graduation Application form is available in the Student Services Office at either campus or on the SPCC website at Students/Student Resources/Student Records/Graduation. Students must meet the following minimum requirements to apply for graduation. Some departments may have additional requirements applicable only to that department.

Students must have:

- Earned a 2.0 GPA (grade point average) in major and an overall 2.0 GPA
- Completed all required courses in program of study
- Satisfied all division or departmental requirements
- Returned all property of the College, i.e., library books, videos, tapes, etc.
- Paid all fees due to the College
- Paid graduation fee
- Met residency requirements for graduation
- Ordered cap and gown

Graduation exercises will be conducted at the end of spring semester for students who will complete **all** coursework by the end of summer term. This includes courses taken at other colleges during the summer term. Upon completion of courses taken at other colleges during the summer term, students must submit official transcripts to the SPCC Registrar's Office, PO Box 126, Polkton, NC 28135, for immediate evaluation. Students will not receive a degree or diploma until official transcripts have been received and evaluated by the SPCC Registrar.

Students who have taken classes at South Piedmont Community College toward a degree which will be awarded by another college, such as Fire Protection Technology (Central Piedmont Community College), must meet the graduation requirements of that college.

## Residency Requirement for Graduation Policy

To graduate from SPCC, students must complete a minimum of 25 percent of the credit hours required for a degree, diploma, or certificate in residence at SPCC. In meeting this requirement, students must complete at least 25 percent of the credit hours in the respective program (excluding general education requirements) at SPCC, unless otherwise approved by the College.

Examples of credits that do not meet the 25 percent requirement include, but are not limited to: transfer, credit by exam, AP, CLEP, or other forms of credits that do not involve SPCC course completion. Students changing programs at SPCC must meet the 25 percent requirement for the new program of study. Students may be required to repeat coursework for credit.

## **SPCC Graduation / Persistence Rates**

Information regarding the persistence rates relative to degree completion of students at South Piedmont Community College is available on the SPCC website under Consumer Information, <https://spcc.edu/consumer-info/>.

## **Honor Graduates**

Students who receive an associate degree and have a grade point average of 3.5 or higher in their major, will have honors noted on their degree. Honor graduates must have completed at least one-half (50%) of the credit hours required for a degree from South Piedmont Community College.

## **Graduates of Excellence**

The Graduates of Excellence program annually honors five outstanding graduates for their academic achievement, college and community leadership, and service to professional organizations. These graduates demonstrate the qualities necessary for a successful future and serve as role models for their colleagues.

## **Reverse Transfer**

The Reverse Transfer Program is a collaborative effort between North Carolina's Community Colleges and the University of North Carolina's 16 constituent institutions.

Students who transfer from one of the 58 North Carolina community colleges to a North Carolina university are given the opportunity to combine the credits earned at the university with credits previously earned at the community college to determine if the associate degree requirements have been met.

Twice a year, community colleges will evaluate transcripts received from the university and inform students if an associate degree has been earned. If an associate degree is awarded, the community college will send details on how to obtain a printed diploma and graduation information to the student's university email.

To graduate from SPCC, students must meet residency requirements for graduation. A minimum of 25 percent of the credit hours in the respective program must be completed at SPCC.

Students who would like to participate in the reverse transfer program should contact the UNC System office reverse transfer director.

Visit the University of North Carolina Reverse Transfer Program for complete details and FAQs for Students.

## PROGRAMS OF STUDY

South Piedmont Community College offers programs of study in a wide range of college transfer and career areas. These programs of study lead to a certificate, a diploma, or an associate degree.

Most courses are offered on a 16-week semester basis or 80 school days. Courses may also be offered as 12-week, 8-week, or 4-week sessions. Courses are offered during the day, evenings, weekends, and as distance learning. Not all programs courses are offered at all of these times or as distance learning options.

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers by placing out of or successfully completing courses at the DRE 098 and DMA 040 levels.

### College Transfer

College Transfer programs are designed to parallel the freshman and sophomore years of a four-year college or university. During the first two years of college, students take a program of general education coursework in the areas of English composition, humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics. These general education courses will enable students to gain a well-rounded education before going on to a four-year college or university.

College Transfer students may work toward an Associate in Arts (A.A.), Associate in Fine Arts (A.F.A.), or an Associate in Science (A.S.) Degree. Students may attend classes full time or part time during the day, evening, or online.

During the first semester, students are assigned an advisor who will help select appropriate courses. All courses are approved by the State's Transfer Advisory Committee and will meet general education requirements in all schools in the University of North Carolina system. Students must meet the receiving university's health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Community College graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college. Courses offered through bilateral agreements may not transfer to all receiving institutions.

Courses that have been approved by the North Carolina Community College System and the University of North Carolina system as Universal General Education Transfer Component (UGETC) courses are designated in bold in this catalog within the programs of study.

## Associate in Arts Degree

(A10100)

The Associate in Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

**GENERAL EDUCATION CORE .....45 SHC**

### English Composition (6 SHC)

- Writing and Inquiry (**ENG 111**)
- Writing/Research in the Disciplines (**ENG 112**)

### Communications (3 SHC)

- Public Speaking (**COM 231**)

### Humanities/Fine Arts (6 SHC)

- Choose two courses from the following:
  - Art (**ART 111, ART 114, ART 115**)
  - Literature (**ENG 231, ENG 232, ENG 241, ENG 242**)
  - Music (**MUS 110, MUS 112**)
  - Philosophy (**PHI 215, PHI 240**)

### Social/Behavioral Sciences (9 SHC)

- Choose three courses (minimum 2 subjects) from the following:
  - Economics (**ECO 251, ECO 252**)
  - History (**HIS 111, HIS 112, HIS 131, HIS 132**)
  - Political Science (**POL 120**)
  - Psychology (**PSY 150**)
  - Sociology (**SOC 210**)

### Mathematics (4 SHC)

- Choose one course from the following:
  - Mathematics (**MAT 152, MAT 171**, *Direct placement into MAT-271 may be substituted*)

### Natural Sciences (4 SHC)

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A; AST 151/AST 151A**)
  - Biology (**BIO 110, BIO 111**)
  - Chemistry (**CHM 151**)
  - Geology (**GEL 111**)
  - Physics (**PHY 110/PHY 110A**)

### Additional General Education (14)

- Critical Thinking (**HUM 115**)
- Foreign Language (Choose two courses from one of the following groups:)
  - American Sign Language (**ASL 111, ASL 112, ASL 211, ASL 212**)
  - Chinese (**CHI 111, CHI 112**)
  - French (**FRE 111, FRE 112**)
  - German (**GER 111, GER 112**)
  - Russian (**RUS 111, RUS 112**)
  - Spanish (**SPA 111, SPA 112, SPA 211, SPA 212**)
- Choose a minimum of 4 hours from the following:
  - **ART 111, ART 114, ART 115, ART 116, ART 117**
  - **ASL 111, ASL 112, ASL 211, ASL 212**
  - **AST 111/AST 111A; AST 151/AST 151A**
  - **BIO 110, BIO 111, BIO 112, BIO 130, BIO 140**
  - **CHI 111, CHI 112,**
  - **CHM 131/CHM 131A, CHM 132, CHM 151, CHM 152**
  - **CIS 110, CIS 115**
  - **COM 110, COM 120, COM 140**
  - **DRA 111, DRA 115, DRA 126**
  - **ECO 251, ECO 252**



- ENG 113, ENG 114, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
- FRE 111, FRE 112
- **GEL 111**
- GEO 111
- GER 111, GER 112
- **HIS 111, HIS 112, HIS 131, HIS 132**
- HUM 120, HUM 130, HUM 160, HUM 211, HUM 212
- **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273
- **MUS 110, MUS 112**,
- **PHI 215, PHI 240**
- **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
- **POL 120**, POL 210, POL 220
- **PSY 150**, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112
- **SOC 210**, SOC 213, SOC 220, SOC 225
- SPA 111, SPA 112, SPA 211, SPA 212

**OTHER REQUIRED HOURS** ..... **16 SHC**

**Required Courses (1 SHC)**

- ACA 122

**Electives (15 SHC)**

- Choose a minimum of 15 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
- ACC 120, ACC 121
- **ART 111, ART 114, ART 115**, ART 116, ART 117, ART 121, ART 122, ART 131, ART 171, ART 214, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 281, ART 282, ART 283, ART 284, ART 288
- ASL 111, ASL 112, ASL 211, ASL 212
- **AST 111/AST 111A; AST 151/AST 151A**
- **BIO 110, BIO 111, BIO 112, BIO 130**, BIO 140, BIO 163, BIO 165, BIO 166, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275
- BUS 110, BUS 115, BUS 137
- CHI 111, CHI 112
- CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252
- CIS 110, CIS 115
- CJC 111, CJC 121, CJC 141
- COM 110, COM 120, COM 140
- CSC 151
- DRA 111, DRA 115, DRA 126
- **ECO 251, ECO 252**
- EGR 150
- ENG 113, ENG 114, ENG 125, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
- FRE 111, FRE 112
- **GEL 111**
- GEO 111
- GER 111, GER 112
- HEA 110
- **HIS 111, HIS 112, HIS 131, HIS 132**, HIS 145, HIS 221, HIS 236
- HUM 120, HUM 130, HUM 160, HUM 211, HUM 212
- JOU 110
- **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273, MAT 280, MAT 285
- **MUS 110, MUS 112**

- PED 110, PED 111, PED 113, PED 121, PED 122, PED 142, PED 186, PED 219
- **PHI 215, PHI 240**
- **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
- **POL 120**, POL 210, POL 220
- **PSY 150**, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112
- **SOC 210**, SOC 213, SOC 220, SOC 225
- SPA 111, SPA 112, SPA 211, SPA 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....61 SHC**

## Associate in Science Degree

(A10400)

The Associate in Science degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science degree.

**GENERAL EDUCATION CORE .....46 SHC**

### English Composition (6 SHC)

- Writing and Inquiry (**ENG 111**)
- Writing/Research in the Disciplines (**ENG 112**)

### Communications (3 SHC)

- Public Speaking (**COM 231**)

### Humanities/Fine Arts (3 SHC)

- Choose one course from the following:
  - Art (**ART 111, ART 114, ART 115**)
  - Literature (**ENG 231, ENG 232, ENG 241, ENG 242**)
  - Music (**MUS 110, MUS 112**)
  - Philosophy (**PHI 215, PHI 240**)

### Social/Behavioral Sciences (6 SHC)

- Choose two courses (minimum two subjects) from the following:
  - Economics (**ECO 251, ECO 252**)
  - History (**HIS 111, HIS 112, HIS 131, HIS 132**)
  - Political Science (**POL 120**)
  - Psychology (**PSY 150**)
  - Sociology (**SOC 210**)

### Mathematics (8 SHC)

- Choose two courses from the following:
  - Mathematics (**MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**)

### Natural Sciences (8 SHC)

- Choose one group from the following:
  - **BIO 111** and **BIO 112**
  - **CHM 151** and **CHM 152**
  - **PHY 151** and **PHY 152**
  - **PHY 251** and **PHY 252**

### Additional General Education (11)

- Critical Thinking (**HUM 115**)
- Foreign Language (Choose two courses from one of the following groups:)
  - American Sign Language (**ASL 111, ASL 112, ASL 211, ASL 212**)
  - Chinese (**CHI 111, CHI 112**)
  - French (**FRE 111, FRE 112**)
  - German (**GER 111, GER 112**)

- Russian (RUS 111, RUS 112)
- Spanish (SPA 111, SPA 112, SPA 211, SPA 212)
- Choose a minimum of 3 additional hours:
  - **ART 111, ART 114, ART 115**
  - ASL 111, ASL 112, ASL 211, ASL 212
  - **AST 111/AST 111A; AST 151/AST 151A**
  - **BIO 110, BIO 111, BIO 112, BIO 130, BIO 140**
  - CHI 111, CHI 112
  - CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**
  - CIS 110, CIS 115
  - COM 110, COM 120, COM 140
  - DRA 115, DRA 126
  - **ECO 251, ECO 252**
  - ENG 113, ENG 114, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
  - FRE 111, FRE 112
  - **GEL 111**
  - GEO 111
  - GER 111, GER 112
  - **HIS 111, HIS 112, HIS 131, HIS 132**
  - HUM 120, HUM 130, HUM 160, HUM 211, HUM 212
  - **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273**
  - **MUS 110, MUS 112**
  - **PHI 215, PHI 240**
  - **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
  - **POL 120**, POL 210, POL 220
  - **PSY 150**, PSY 241, PSY 281
  - REL 110, REL 211, REL 212, REL 221
  - RUS 111, RUS 112
  - **SOC 210**, SOC 213, SOC 220, SOC 225
  - SPA 111, SPA 112, SPA 211, SPA 212

**OTHER REQUIRED HOURS ..... 15 SHC**

**Required Courses (1 SHC)**

- ACA 122

**Math Elective**

- Choose a minimum of 3 credits from the following:
  - **MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273, MAT 280, MAT 285

**Sciences**

- Choose a minimum of 8 hours from the following:
  - Astronomy (**AST 111/AST 111A**), (**AST 151/AST 151A**)
  - Biology (**BIO 110, BIO 111, BIO 112, BIO 130**, BIO 140, BIO 163, BIO 165, BIO 166, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275)
  - Chemistry (CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252)
  - Geology (**GEL 111**)
  - Physics (**PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**)

**Electives**

- Choose a minimum of 3 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
  - ACC 120, ACC 121
  - **ART 111, ART 114, ART 115**, ART 116, ART 117, ART 121, ART 122, ART 131, ART 171, ART 214, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 281, ART 282, ART 283, ART 284, ART 288
  - ASL 111, ASL 112, ASL 211, ASL 212
  - **AST 111/AST 111A; AST 151/AST 151A**
  - **BIO 110, BIO 111, BIO 112, BIO 130**, BIO 140, BIO 163, BIO 165, BIO 166, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275
  - BUS 110, BUS 115, BUS 137

- CHI 111, CHI 112
- CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252
- CIS 110, CIS 115
- CJC 111, CJC 121, CJC 141
- COM 110, COM 120, COM 140
- CSC 151
- DRA 111, DRA 115, DRA 126
- **ECO 251, ECO 252**
- EGR 150
- ENG 113, ENG 114, ENG 125, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
- FRE 111, FRE 112
- **GEL 111**
- GEO 111
- GER 111, GER 112
- HEA 110
- **HIS 111, HIS 112, HIS 131, HIS 132**, HIS 145, HIS 221, HIS 236
- HUM 120, HUM 130, HUM 160, HUM 211, HUM 212
- JOU 110
- **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273, MAT 280, MAT 285
- **MUS 110, MUS 112**
- PED 110, PED 111, PED 113, PED 121, PED 122, PED 142, PED 186, PED 219
- **PHI 215, PHI 240**
- **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
- **POL 120**, POL 210, POL 220
- **PSY 150**, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112
- **SOC 210**, SOC 213, SOC 220, SOC 225
- SPA 111, SPA 112, SPA 211, SPA 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....61 SHC**

A community college student who was enrolled in an Associate in Fine Arts (AFA) degree program and who satisfactorily completed the courses with a grade of "C" or better in all courses that are designated for college transfer will receive credit for those courses. AFA students completing Universal General Education Transfer Component courses will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit. Students in the AFA programs who transfer must meet the general education requirements of the receiving institution.

### Associate in Fine Arts in Visual Arts Degree (A10600)

The Associate in Fine Arts in Visual Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

**GENERAL EDUCATION CORE .....26 SHC**

#### English Composition (6 SHC)

- Writing and Inquiry (**ENG 111**)
- Writing/Research in the Disciplines (**ENG 112**)



**Communications (3 SHC)**

- Communication (**COM 231**)

**Humanities/Fine Arts (3 SHC)**

- Choose one course from the following:
  - Art (**ART 111**)
  - Literature (**ENG 231, ENG 232, ENG 241, ENG 242**)
  - Music (**MUS 110, MUS 112**)
  - Philosophy (**PHI 215, PHI 240**)

**Social/Behavioral Sciences (6 SHC)**

- Choose two courses (minimum 2 subjects) from the following:
  - Economics (**ECO 251, ECO 252**)
  - History (**HIS 111, HIS 112, HIS 131, HIS 132**)
  - Political Science (**POL 120**)
  - Psychology (**PSY 150**)
  - Sociology (**SOC 210**)

**Mathematics (4 SHC)**

- Choose one course from the following:
  - Mathematics (**MAT 152, MAT 171, MAT 271, MAT 272**)

**Natural Sciences (4 SHC)**

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A; AST 151/AST 151A**)
  - Biology (**BIO 110, BIO 111**)
  - Chemistry (**CHM 151**)
  - Geology (**GEL 111**)
  - Physics (**PHY 110/PHY 110A**)

**OTHER REQUIRED HOURS .....35 SHC**

**Required Courses (17 SHC)**

- ACA 122
- **ART 114, ART 115, ART 121, ART 122, ART 131, ART 214**

**Art Elective (9 SHC)**

- Choose a minimum of 9 hours from the following:
  - ART 116, ART 117, ART 135, ART 171, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 281, ART 282, ART 283, ART 284, ART 288

**Foreign Language (6 SHC)**

- Choose two courses from one of the following groups:
  - American Sign Language (**ASL 111, ASL 112, ASL 211, ASL 212**)
  - Chinese (**CHI 111, CHI 112**)
  - French (**FRE 111, FRE 112**)
  - German (**GER 111, GER 112**)
  - Russian (**RUS 111, RUS 112**)
  - Spanish (**SPA 111, SPA 112, SPA 211, SPA 212**)

**Electives (3 SHC)**

- Choose a minimum of 3 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
  - ACC 120, ACC 121
  - **ART 111, ART 116, ART 117, ART 135, ART 171, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 281, ART 282, ART 283, ART 284, ART 288**
  - ASL 111, ASL 112, ASL 211, ASL 212
  - **AST 111/AST 111A; AST 151/AST 151A**
  - **BIO 110, BIO 111, BIO 112, BIO 130, BIO 140, BIO 163, BIO 165, BIO 166, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275**
  - BUS 110, BUS 115, BUS 137
  - CHI 111, CHI 112

- CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252
- CIS 110, CIS 115
- CJC 111, CJC 121, CJC 141
- COM 110, COM 120, COM 140
- CSC 151
- DRA 111, DRA 115, DRA 126
- **ECO 251, ECO 252**
- EGR 150
- ENG 113, ENG 114, ENG 125, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
- FRE 111, FRE 112
- **GEL 111**
- GEO 111
- GER 111, GER 112
- HEA 110
- **HIS 111, HIS 112, HIS 131, HIS 132**, HIS 145, HIS 221, HIS 236
- HUM 120, HUM 130, HUM 160, HUM 211, HUM 212
- JOU 110
- **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273, MAT 280, MAT 285
- **MUS 110, MUS 112**
- PED 110, PED 111, PED 113, PED 121, PED 122, PED 142, PED 186, PED 219
- **PHI 215, PHI 240**
- **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
- **POL 120**, POL 210, POL 220
- **PSY 150**, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112
- **SOC 210**, SOC 213, SOC 220, SOC 225
- SPA 111, SPA 112, SPA 211, SPA 212

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....61 SHC**

**The Associate in General Education degree does not meet the standards of the Comprehensive Articulation Agreement with the UNC System, and therefore, is a terminal program and will not transfer to four-year institutions.**

### **Associate in General Education Degree** (A10300)

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

#### **GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**

##### **Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (3 SHC)**

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

**OTHER REQUIRED HOURS** .....50 SHC

**Required Courses (4 SHC)**

- CIS 110
- WBL 110

**Electives (46 SHC)** Choose at least 46 hours from the general education or professional courses listed below (maximum two credits from PED prefix):

- ACA 122
- ACC 120, ACC 121, ACC 129, ACC 130, ACC 140, ACC 150, ACC 180, ACC 215, ACC 220, ACC 221, ACC 225
- AGR 130, AGR 139, AGR 140, AGR 150, AGR 160, AGR 170, AGR 212, AGR 213, AGR 214, AGR 262
- AHR 110, AHR 111, AHR 112, AHR 113, AHR 114, AHR 115, AHR 125, AHR 133, AHR 140, AHR 180, AHR 211, AHR 212, AHR 213, AHR 240, AHR 250, AHR 255
- ANS 110, ANS 130, ANS 150, ANS 230
- **ART 111, ART 114, ART 115**, ART 116, ART 117, ART 121, ART 122, ART 131, ART 135, ART 171, ART 214, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 281, ART 282, ART 283, ART 284, ART 288
- ASL 111, ASL 112, ASL 211, ASL 212
- **AST 111/AST 111A, AST 151/AST 151A**
- ATR 112
- AUB 111, AUB 121, AUB 162
- AUT 114, AUT 116/AUT 116A, AUT 141, AUT 151, AUT 163, AUT 181, AUT 183, AUT 221, AUT 231, AUT 281
- **BIO 110, BIO 111, BIO 112, BIO 130**, BIO 140, BIO 163, BIO 165, BIO 166, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275
- BPR 111
- BUS 110, BUS 115, BUS 121, BUS 135, BUS 137, BUS 139, BUS 152, BUS 153, BUS 220, BUS 225, BUS 234, BUS 240, BUS 280
- CCT 110, CCT 112, CCT 121, CCT 231, CCT 289
- CET 150, CET 250
- CHI 111, CHI 112
- CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252
- CIS 115
- CJC 100, CJC 111, CJC 112, CJC 113, CJC 121, CJC 131, CJC 132, CJC 141, CJC 151, CJC 212,

- CJC 213, CJC 214, CJC 215, CJC 221, CJC 222, CJC 223, CJC 231, CJC 232
- COM 110, COM 120, COM 140, **COM 231**
- CSC 151
- CTI 110, CTI 120
- CTS 115, CTS 120, CTS 125, CTS 130, CTS 155, CTS 285, CTS 288, CTS 289
- CUL 110, CUL 112, CUL 135, CUL 140, CUL 160, CUL 170, CUL 240, CUL 245, CUL 260, CUL 270
- DBA 110, DBA 120
- DFT 151, DFT 152, DFT 154
- DRA 111, DRA 115, DRA 126
- ECM 210
- **ECO 251, ECO 252**
- EDU 119, EDU 131, EDU 144, EDU 145, EDU 146, EDU 151, EDU 153, EDU 154, EDU 157, EDU 161, EDU 184, EDU 188, EDU 216, EDU 221, EDU 234, EDU 250, EDU 251, EDU 259, EDU 261, EDU 262, EDU 271, EDU 275, EDU 280, EDU 284
- EGR 150, EGR 251, EGR 252
- ELC 111, ELC 112, ELC 113, ELC 115, ELC 117, ELC 118, ELC 128, ELC 213, ELC 215, ELC 220
- ELN 131, ELN 132, ELN 133, ELN 231
- **ENG 111, ENG 112**, ENG 113, ENG 114, ENG 125, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
- ETR 220, ETR 230, ETR 270
- FRE 111, FRE 112
- GEL 111
- GEO 111
- GER 111, GER 112
- GRD 110, GRD 113, GRD 121, GRD 122, GRD 131, GRD 141, GRD 142, GRD 151, GRD 152, GRD 167, GRD 241, GRD 265, GRD 271, GRD 272, GRD 275, GRD 280, GRD 281, GRD 285
- GRO 120, GRO 250
- HEA 110
- **HIS 111, HIS 112, HIS 131, HIS 132**, HIS 145, HIS 221, HIS 236
- HIT 211
- HRM 220, HRM 225, HRM 245
- HSE 110, HSE 123, HSE 125, HSE 220, HSE 225, HSE 242
- HUM 115, HUM 120, HUM 130, HUM 160, HUM 211, HUM 212
- HYD 110, HYD 121, HYD 210
- ISC 112, ISC 132
- JOU 110
- LEX 110, LEX 120, LEX 130, LEX 140, LEX 141, LEX 150, LEX 210, LEX 211, LEX 220, LEX 240, LEX 250, LEX 280
- MAC 111, MAC 112, MAC 113, MAC 114, MAC 121, MAC 122, MAC 124, MAC 132, MAC 151, MAC 152, MAC 241, MAC 243, MAC 245
- **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273, MAT 280, MAT 285
- MEC 130, MEC 142, MEC 145, MEC 151, MEC 180, MEC 260
- MED 110, MED 118, MED 121, MED 122, MED 130, MED 131
- MKT 120
- MNT 110, MNT 111
- **MUS 110, MUS 112**
- NET 225, NET 226
- NOS 110, NOS 120, NOS 130, NOS 230
- OST 131, OST 134, OST 136, OST 148, OST 149, OST 164, OST 184, OST 236, OST 243, OST 247, OST 248, OST 249, OST 250, OST 260, OST 281, OST 286
- PED 110, PED 111, PED 113, PED 121, PED 122, PED 142, PED 186, PED 219
- **PHI 215, PHI 240**
- **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
- **POL 120**, POL 210, POL 220



- **PSY 150**, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112
- SAB 110, SAB 130, SAB 135
- SEC 110
- SGD 111, SGD 112
- **SOC 210**, SOC 213, SOC 220, SOC 225
- SPA 111, SPA 112, SPA 211, SPA 212
- SWK 113
- TRN 110, TRN 120, TRN 140, TRN 145, TRN 180
- WEB 120, WEB 140, WEB 210, WEB 214
- WLD 110, WLD 112, WLD 115, WLD 116, WLD 121, WLD 131, WLD 132, WLD 141, WLD 151,
- WLD 212, WLD 261

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....65 SHC**

### **Associate in General Education - Nursing**

(A1030N)

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice. Associate in Science degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science degree.

**GENERAL EDUCATION CORE .....54 SHC**

#### **English Composition (6 SHC)**

- Writing and Inquiry (**ENG 111**) *and*
- Writing/Research in the Disciplines (**ENG 112**) *or*
- **Prof Research & Reporting (ENG 114)**

#### **Humanities/Fine Arts (9 SHC)**

- Choose two courses from the following:
  - Art (**ART 111, ART 114, ART 115**)
  - Humanities (HUM 115)
  - Literature (**ENG 231, ENG 232, ENG 241, ENG 242**)
  - Music (**MUS 110, MUS 112**)
  - Philosophy (**PHI 215, PHI 240**)
- Choose one course from the following:
  - Literature (**ENG 231, ENG 232**)

#### **Social/Behavioral Sciences (15 SHC)**

- General Psychology (PSY 150)
- Developmental Psych (PSY 241)
- Introduction to Psychology (SOC 210)

- Choose one course from each of the following groups:
  - History (**HIS 111, HIS 112, HIS 131, HIS 132**)
  - Sociology (**SOC 210, SOC 220, SOC 225**)

**Natural Sciences (16 SHC)**

- Microbiology (BIO 275)
- Choose one group:
  - Anatomy and Physiology (**BIO 165, BIO 166**)
  - Anatomy and Physiology (**BIO 168, BIO 169**)
- Choose one course from the following:
  - Introduction to Chemistry (CHM 131/131A)
  - General Chemistry (**CHM 151**)

**Mathematics (8 SHC)**

- Statistical Methods I **MAT 152**
- Precalculus Algebra **MAT 171**

**Additional General Education (7 SHC)**

- College Transfer Success ACA 122
- Choose a minimum of 6 credits from the following:
  - **ECO 251, ECO 252 POL 120**)

**TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM .....61 SHC**

## CAREER ORIENTED PROGRAMS

### Accounting and Finance Degree

(A25800)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

#### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

##### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

##### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

##### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (23 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 225	Business Finance	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
<b>OTHER MAJOR HOURS (29 Credit Hours)</b>					
ACC 150	Accounting Software Applications	1	2	0	2
ACC 215	Ethics in Accounting	3	0	0	3
ACC 225	Cost Accounting	3	0	0	3

BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**Electives** (Choose at least 4 Credit Hours)

ACC 130	Business Income Taxes	2	2	0	3
ACC 180	Practices in Bookkeeping	3	0	0	3
ACC 221	Intermediate Accounting II	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CTS 125	Presentation Graphics	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ETR 230	Entrepreneurship Marketing	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
WBL 110	World of Work	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 67****Accounting and Finance - Accounting Certificate**

(C25800)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 17****Accounting and Finance-  
Bookkeeping Certificate**

(C25800A)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
ACC 180	Practices in Bookkeeping	3	0	0	3
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 17**



## Advertising and Graphic Design Degree

(A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

### MAJOR HOURS - CORE COURSES (29 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
GRD 110	Typography I	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
GRD 241	Graphic Design III	2	4	0	4
GRD 280	Portfolio Design	2	4	0	4

**OTHER MAJOR HOURS (20 Credit Hours)**

BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
GRD 122	Drawing Fundamentals II	1	3	0	2
GRD 285	Client/Media Relations	1	2	0	2
WEB 140	Web Development Tools	2	2	0	3
WEB 214	Social Media	2	2	0	3

**Electives** (Choose at least 3 Credit Hours)

ART 264	Digital Photography I	1	4	0	3
ART 265	Digital Photography II	1	4	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTS 125	Presentation Graphics	2	2	0	3
GRD 113	History of Graphic Design	3	0	0	3
GRD 167	Photographic Imaging I	1	4	0	3
GRD 265	Digital Print Production	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 272	Multimedia Design II	1	3	0	2
GRD 275	Animation I	1	3	0	2
GRD 281	Design of Advertising	2	0	0	2
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
SGD 111	Introduction to SGD	2	3	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 210	Web Design	2	2	0	3

**TOTAL CREDIT HOURS IN DEGREE ..... 64**

## Advertising and Graphic Design Diploma

(D30100)

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (21 Credit Hours)</b>					
GRD 110	Typography I	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
<b>OTHER MAJOR HOURS (10 Credit Hours)</b>					
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3

**Electives** (Choose at least 3 Credit Hours)

CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTS 125	Presentation Graphics	2	2	0	3
GRD 113	History of Graphic Design	3	0	0	3
GRD 122	Drawing Fundamentals II	1	3	0	2
GRD 167	Photographic Imaging I	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 272	Multimedia Design II	1	3	0	2
GRD 275	Animation I	1	3	0	2
GRD 281	Design of Advertising	1	3	0	2
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
SGD 111	Introduction to SGD	2	3	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 214	Social Media	2	2	0	3

**TOTAL CREDIT HOURS IN DIPLOMA ..... 37**

### Advertising and Graphic Design Certificate

(C30100)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web Pgm, & Db Foundation	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 167	Photographic Imaging I	1	4	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

### Advertising and Graphic Design - Advertising Layout Certificate

(C30100A)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
GRD 110	Typography I	2	2	0	3
GRD 113	History of Graphic Design	3	0	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
GRD 281	Design of Advertising	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 17**

### Advertising and Graphic Design - Creative Design Certificate

(C30100B)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers <i>(or)</i>	2	2	0	3
ART 264	Digital Photography I <i>(and)</i>	0	6	0	3
GRD 110	Typography I	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... 17

### Advertising and Graphic Design - Web Design Certificate

(C30100C)

		Class	Lab	Clinic/Exp	Credit
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 275	Animation I	1	3	0	2
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... 16

### Advertising and Graphic Design - Multimedia Design Certificate

(C30100D)

		Class	Lab	Clinic/Exp	Credit
GRD 151	Computer Design Basics	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 275	Animation I	1	3	0	2
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 214	Social Media	2	2	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... 16



## Agribusiness Technology Degree (A15100)

The Agribusiness Systems curriculum are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations, wholesale and retail produce management; nursery operations; and environmental and agricultural education.

The Agribusiness Technology program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specializations, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

### GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC)

- Economics (**ECO 251**)

#### Natural Sciences/Mathematics (4 SHC)

- Biology (**BIO 111**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (28 Credit Hours)</b>					
AGR 139	Intro to Sustainable Agriculture	3	0	0	3
AGR 140	Agricultural Chemicals	2	2	0	3
AGR 150	Ag-O-Metrics	3	0	0	3
AGR 160	Plant Science	2	2	0	3
AGR 170	Soil Science	2	2	0	3
AGR 212	Farm Business Management	3	0	0	3
AGR 213	Ag Law & Finance	3	0	0	3
AGR 214	Agricultural Marketing	3	0	0	3
ANS 110	Animal Science	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
<b>OTHER MAJOR HOURS (21 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
WBL 115	Work-Based Learning Seminar I	1	0	0	1
<b>Other Required Hours (Choose at least 6 Credit Hours)</b>					
AGR 130	Alternative Ag Production	3	0	0	3
AGR 262	Weed ID & Control	2	3	0	3

VI-20	Programs of Study (Section VI)
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ANS 130	Poultry Production	2	2	0	3
ANS 150	Animal Health Management	3	0	0	3
ANS 230	Poultry Management	3	0	0	3

**Electives** (Choose at least 7 Credit Hours)

ACC 130	Business Income Taxes	2	2	0	3
ACC 150	Accounting Software Appl	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
WBL 110	World of Work	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 65**

## Agribusiness Technology Diploma

(D15100)

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)**

**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (27 Credit Hours)</b>					
AGR 139	Intro to Sustainable Agriculture	3	0	0	3
AGR 140	Agricultural Chemicals	2	2	0	3
AGR 150	Ag-O-Metrics	3	0	0	3
AGR 160	Plant Science	2	2	0	3
AGR 170	Soil Science	2	2	0	3
AGR 212	Farm Business Management	3	0	0	3
AGR 213	Ag Law & Finance	3	0	0	3
AGR 214	Agricultural Marketing	3	0	0	3
ANS 110	Animal Science	3	0	0	3

**OTHER MAJOR HOURS (3 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
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**TOTAL CREDIT HOURS IN DIPLOMA ..... 36**

### Agribusiness Technology- Agribusiness Certificate (C15100B)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Prin of Financial Accounting	3	2	0	4
AGR 212	Farm Business Management	3	0	0	3
AGR 213	Ag Law & Finance	3	0	0	3
AGR 214	Agricultural Marketing	3	0	0	3
ECO 251	Prin of Microeconomics	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Agribusiness Technology- Agricultural Sciences Certificate (C15100S)

		Class	Lab	Clinic/Exp	Credit
AGR 160	Plant Science	2	2	0	3
AGR 170	Soil Science	2	2	0	3
AGR 262	Weed ID & Control	2	3	0	3
ANS 110	Animal Science	3	0	0	3
BIO 111	General Biology I	3	3	0	4

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Air Conditioning, Heating, and Refrigeration Technology Degree (A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

#### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

##### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

##### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)

- Political Science (**POL 120**, POL 210, POL 220)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 213, SOC 220, SOC 225)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (32 Credit Hours)</b>					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVACR Electronics	2	2	0	3
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 213	HVACR Building Code	1	2	0	2
<b>OTHER MAJOR HOURS (21 Credit Hours)</b>					
AHR 115	Refrigeration Systems	1	3	0	2
AHR 140	All Weather Systems	1	3	0	2
AHR 180	HVACR Customer Relations	1	0	0	1
AHR 240	Hydronic Heating	1	3	0	2
AHR 255	Indoor Air Quality	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
<b>Electives</b> (Choose 9 Credit Hours)					
AHR 133	HVAC Servicing	2	6	0	4
AHR 250	HVAC System Diagnostics	0	4	0	2
BPR 111	Print Reading	1	2	0	2
BUS 280	REAL Small Business	4	0	0	4
ELC 112	DC/AC Electricity	3	6	0	5
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WLD 112	Basic Welding Processes	1	3	0	2

**TOTAL CREDIT HOURS IN DEGREE .....68**



## Air Conditioning, Heating, and Refrigeration Technology Diploma (D35100)

### GENERAL EDUCATION REQUIREMENTS (3 Credit Hours)

#### Communications (3 SHC)

- English Composition (ENG 111)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 143, MAT 152, MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (23 Credit Hours)</b>					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVACR Electronics	2	2	0	3
<b>OTHER MAJOR HOURS (11 Credit Hours)</b>					
AHR 140	All Weather Systems	1	3	0	2
CIS 110	Introduction to Computers	2	2	0	3
<b>Electives (Choose 6 Credit Hours)</b>					
AHR 133	HVAC Servicing	2	6	0	4
AHR 180	HVACR Customer Relations	1	0	0	1
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 213	HVACR Building Code	1	2	0	2
AHR 240	Hydronic Heating	1	3	0	2
AHR 250	HVAC System Diagnostics	0	4	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WLD 112	Basic Welding Processes	1	3	0	2
<b>TOTAL CREDIT HOURS IN DIPLOMA</b>					<b>40</b>

## Air Conditioning, Heating, and Refrigeration Technology Heating Fundamentals Certificate (C35100B)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 180	HVACR Customer Relations	1	0	0	1
<b>TOTAL CREDIT HOURS IN CERTIFICATE</b>					<b>17</b>

## Air Conditioning, Heating, and Refrigeration Technology

### Heat Pump Fundamentals Certificate

(C35100C)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVACR Electronics	2	2	0	3
AHR 180	HVACR Customer Relations	1	0	0	1
ISC 112	Industrial Safety	2	0	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

## Air Conditioning, Heating, and Refrigeration Technology

### Refrigeration Certificate

(C35100D)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 115	Refrigeration Systems	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

## Associate Degree Nursing Degree

(A45110)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of health care, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

The SPCC Associate Degree Nursing Program is approved by the North Carolina Board of Nursing. Contact the Board at P. O. Box 2129, Raleigh, NC 27602-2129, or 4516 Lake Boone Trail, Raleigh, NC 27607, or call 919-782-3211 for questions about the approval.

### GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- English Composition (Choose one course: **ENG 112**, **ENG 114**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)

**Social/Behavioral Sciences (3 SHC)**

- Psychology (PSY 150)

**Natural Sciences/Mathematics (4 SHC)**

- Biology (BIO 165, BIO 168)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (43 Credit Hours)</b>					
NUR 111	Introduction to Health Concepts	4	6	6	8
NUR 112	Health Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10
<b>OTHER MAJOR HOURS (14 Credit Hours)</b>					
BIO 166	Anatomy & Physiology II <i>or</i>	3	3	0	4
BIO 169	Anatomy & Physiology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
PSY 241	Developmental Psychology	3	0	0	3

**TOTAL CREDIT HOURS IN DEGREE .....73**

## Automotive Systems Technology Degree

(A60160)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/trans axles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

The Automotive Systems Technology curriculum prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. The program includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**Humanities/Fine Arts (3 SHC) Choose one course:**

- Art (ART 111, ART 114, ART 115)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (**GEO 111**)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (**MAT 143, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (20 Credit Hours)</b>					
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 140	Transp Climate Control	1	2	0	2
TRN 180	Basic Welding for Trans	1	4	0	3
AUT 141	Suspension and Steering Sys	2	3	0	3
AUT 151	Brake Systems	2	3	0	3
AUT 181	Engine Performance 1	2	3	0	3
AUT 183	Engine Performance 2	2	6	0	4
<b>OTHER MAJOR HOURS (31 Credit Hours)</b>					
AUT 114	Safety and Emissions	1	2	0	2
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 231	Man Trans/Axles/Drtrains	2	3	0	3
AUT 281	Adv Engine Performance	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 145	Adv Transp Electronics	2	3	0	3
<b>Electives</b> (Choose 2 Credit Hours)					
AUB.111	Painting and Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 162	Autobody Estimating	1	2	0	2
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** ..... **66**



## Basic Law Enforcement Training Certificate

(C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

		Class	Lab	Clinic/Exp	Credit
CJC 100	Basic Law Enforcement Training	10	30	0	20

**TOTAL CREDIT HOURS IN CERTIFICATE .....20**

## BLET and Criminal Justice Technology

Students successfully completing a BLET training course accredited by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Standards Commission will receive credit for CJC 131, CJC 132, CJC 221, and CJC 231. Students must successfully complete the training course AND the state certification examination to receive credit for these courses. Students must have completed BLET training since 1985. SPCC only ensures acceptance of these transfer credits to its Associate in Applied Science - Criminal Justice Technology degree, diploma, and certificate programs. These transfer credits may or may not be accepted by a four-year institution to which a student intends to transfer.

## Business Administration Degree

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Two tracks are available under the Business Administration degree to allow students to select the specialty of their choice: **Business** (A25120B) and **Entrepreneurship** (A25120E).

## Business Administration Degree Business Pathway (A25120B)

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (34 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
<b>OTHER MAJOR HOURS (16 Credit Hours)</b>					
ACC 121	Principles of Managerial Accounting	3	2	0	4
ECM 210	Introduction to Electronic Commerce	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
<b>Electives (Choose at least 6 Credit Hours)</b>					
ACC 130	Business Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	2	0	3
ETR 220	Innovation and Creativity	3	0	0	3

ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
OST 131	Keyboarding	1	2	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** ..... **65**

## Business Administration Degree Entrepreneurship Pathway (A25120E)

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (34 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
<b>OTHER MAJOR HOURS (16 Credit Hours)</b>					
BUS 280	REAL Small Business	4	0	0	4
ETR 220	Innovation and Creativity	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3

**Electives** (Choose at least 6 Credit Hours)

ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 130	Business Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 234	Training and Development	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** ..... **65**

## Business Administration Diploma

(D25120)

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)****Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**MAJOR HOURS - CORE COURSES (28 Credit Hours)**

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 139	Entrepreneurship I	3	0	0	3

**OTHER MAJOR HOURS (3 Credit Hours)****Electives** (Choose at least 3 Credit Hours)

ACC 130	Business Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	2	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3



OST 131	Keyboarding	1	2	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DIPLOMA** ..... 37

### Business Administration Certificate

(C25120)

		Class	Lab	Clinic/Exp	Credit
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... 18

### Business Administration - Small Business Management Certificate

(C25120A)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... 17

### Business Administration - Entrepreneurship Certificate

(C25120E)

		Class	Lab	Clinic/Exp	Credit
BUS 139	Entrepreneurship I	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... 16

## Cardiovascular Sonography - Cardiac Certificate (C45160C)

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examination in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

		Class	Lab	Clinic/Exp	Credit
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
CVS 165	Intro to Cardiovascular Sonography	1	3	0	2
CVS 277	Cardiovascular Topics	2	0	0	2
SON 111	Sonographic Physics	3	3	0	4
SON 276	Fetal Echocardiology	1	0	0	1

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 17**

## Criminal Justice Technology Degree (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)

- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120**, POL 210, POL 220)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 213, SOC 220, SOC 225)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (22 Credit Hours)</b>					
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
<b>OTHER MAJOR HOURS (27 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 223	Organized Crime	3	0	0	3
<b>Electives</b> (Choose at least 6 Credit Hours)					
BIO 111	General Biology I	3	3	0	4
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CJC 151	Introduction to Loss Prevention	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 222	Criminalistics	3	0	0	3
CJC 232	Civil Liability	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>64</b>

## Criminal Justice Technology Diploma

(D55180)

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (15 Credit Hours)</b>					
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
<b>OTHER MAJOR HOURS (15 Credit Hours)</b>					
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 223	Organized Crime	3	0	0	3
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>36</b>

## Criminal Justice Technology Certificate

(C55180)

		Class	Lab	Clinic/Exp	Credit
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 223	Organized Crime	3	0	0	3
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>16</b>

## Criminal Justice Technology - Forensics Certificate

(C55180B)

		Class	Lab	Clinic/Exp	Credit
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 222	Criminalistics	3	0	0	3
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>16</b>

## **Criminal Justice Technology and BLET**

Students successfully completing a BLET training course accredited by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Standards Commission will receive credit for CJC 131, CJC 132, CJC 221, and CJC 231. Students must successfully complete the training course AND the state certification examination to receive credit for these courses. Students must have completed BLET training since 1985. SPCC only ensures acceptance of these transfer credits to its Associate in Applied Science - Criminal Justice Technology degree, diploma, and certificate programs. These transfer credits may or may not be accepted by a four-year institution to which a student intends to transfer.

## **Culinary Arts Degree** (A55150)

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

### **GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**

#### **Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### **Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### **Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### **Natural Sciences/Mathematics (3 SHC)**

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)



		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (31 Credit Hours)</b>					
CUL 110	Sanitation & Safety	2	0	0	2
CUL 112	Nutrition for Foodservice	3	0	0	3
CUL 135	Food & Beverage Service	2	0	0	2
CUL 140	Culinary Skills I	2	6	0	5
CUL 160	Baking I	1	4	0	3
CUL 170	Garde Manger I	1	4	0	3
CUL 240	Culinary Skills II	1	8	0	5
HRM 220	Cost Control - Food & Bev	3	0	0	3
HRM 245	Human Resource Mgmt - Hosp	3	0	0	3
<b>Work-Based Learning</b> (Choose 1 group - 2 SHC)					
WBL 111	Work-Based Learning I <i>and</i>	0	0	10	1
WBL 121	Work-Based Learning II <i>or</i>	0	0	10	1
WBL 112	Work-Based Learning I	0	0	20	2
<b>OTHER MAJOR HOURS (21 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
CUL 245	Contemporary Cuisines	1	8	0	5
CUL 260	Baking II	1	4	0	3
CUL 270	Garde Manger II	1	4	0	3
<b>Electives</b> (Choose at least 7 Credit Hours)					
AGR 139	Intro to Sustainable Ag	3	0	0	3
AGR 214	Agricultural Marketing	3	0	0	3
ART 122	Three-Dimensional Design	0	6	0	3
ART 264	Digital Photography I	0	6	0	3
BUS 121	Business Math	2	2	0	3
BUS 280	REAL Small Business	4	0	0	4
HRM 225	Beverage Management	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WBL 110	World of Work	1	0	0	1
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>67</b>

### Culinary Arts Certificate

(C55150A)

		Class	Lab	Clinic/Exp	Credit
CUL 110	Sanitation & Safety	2	0	0	2
CUL 140	Culinary Skills I	2	6	0	5
CUL 160	Baking I	1	4	0	3
CUL 170	Garde Manger I	1	4	0	3
CUL 240	Culinary Skills II	1	8	0	5
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>18</b>

## Cyber Crime Technology Degree

(A55210)

The Cyber Crime Technology curriculum will prepare students to enter the field of computer crime investigations and private security. Students completing this curriculum will be capable of investigating computer crimes, properly seize and recover computer evidence and aid in the prosecution of cyber criminals.

Course work in this curriculum will include a division of work in the disciplines of criminal justice and computer information systems. Additionally, students will be required to take specific cyber crime classes.

Graduates should qualify to become computer crime investigators for local or state criminal justice agencies. Also these graduates should be competent to serve as computer security specialists or consultants with private business.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

### MAJOR HOURS - CORE COURSES (16 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
CCT 110	Introduction to Cyber Crime	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 121	Computer Crime Investigation	3	2	0	4
CCT 231	Technology Crimes & Law	3	0	0	3
CCT 289	Capstone Project	1	6	0	3

### OTHER MAJOR HOURS (31 Credit Hours)

CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Prog & Logic	2	3	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4

CTI 120	Network and Sec Foundation	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
<b>Electives</b> (Choose at least 3 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
OST 148	Med Coding Billing & Ins	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 65**

## Early Childhood Education

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/ language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Two tracks are available under the Early Childhood Education degree to allow students to select the specialty of their choice: **Practitioner** (A55220A) and **Transfer** (A55220B).

The SPCC Early Childhood Program is accredited by the National Association for the Education of Young Children (NAEYC), [www.naeyc.org](http://www.naeyc.org).

### Early Childhood Education Degree - Practitioner Pathway

(A55220A)

#### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

##### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (**COM 231**)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 240**)

##### Social/Behavioral Sciences (3 SHC) Choose one course:

- Psychology (**PSY 150**)

**Natural Sciences/Mathematics (3 SHC)**

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110**, BIO 111, BIO 140)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143**)
  - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (35 Credit Hours)</b>					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4
<b>OTHER MAJOR HOURS (18 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2
EDU 188	Issues in Early Childhood Education	2	0	0	2
EDU 259	Curriculum Planning	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
<b>Electives</b> (Choose one course)					
EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 157	Active Play	2	2	0	3
EDU 161	Introduction to Exceptional Children	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
EDU 250	PRAXIS I Preparation	1	0	0	1
EDU 251	Exploration Activities	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3

**TOTAL CREDIT HOURS IN DEGREE .....68**

## Early Childhood Education Degree - Transfer Pathway (A55220B)

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (**COM 231**)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 240**)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Psychology (PSY 150)

**Natural Sciences/Mathematics (3 SHC)**

- Mathematics (MAT 143)

**ADDITIONAL GENERAL EDUCATION TRANSFER REQUIREMENTS (14)****English (3 SHC)**

- English (ENG 112, ENG 114)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (ECO 251, ECO 252)
- History (HIS 111, HIS 112, HIS 131, HIS 132)
- Political Science (POL 120)
- Sociology (SOC 210)

**Biological Sciences (4 SHC)**

- Biology (BIO 110, BIO 111)

**Natural Science (4 SHC)**

- Choose one course from the following:
  - Astronomy (AST 111/AST 111A, AST 151/AST 151A)
  - Principles of Biology (BIO 110, BIO 111)
  - Chemistry (CHM 151)
  - Geology (GEL 111)
  - Physics (PHY 110/PHY 110A)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (35 Credit Hours)</b>					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4

**TRANSFER SPECIALTY (6 Credit Hours)** Choose one specialty group from the following:**Birth to Kindergarten (B-K) Licensure Transfer (6 SHC)**

EDU 216	Foundations of Education	3	0	0	3
EDU 250	Teacher Licensure Preparation	3	0	0	3

**Early Education Non-Licensure Transfer (6 SHC)**

EDU 261	Early Childhood Admin I	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3

**TOTAL CREDIT HOURS IN DEGREE** ..... 67



## Early Childhood Education Diploma

(D55220)

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (**COM 231**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (32 Credit Hours)</b>					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4
<b>OTHER MAJOR HOURS (6 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
EDU 271	Educational Technology	2	2	0	3
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>44</b>

## Early Childhood Education - Preschool Certificate

(C55220C)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS (7 SHC)</b>					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 146	Child Guidance	3	0	0	3
<b>OTHER MAJOR HOURS (9 SHC) Choose three courses:</b>					
EDU 144	Child Development I ( <b>or</b> )	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 131	Child, Family, and Community ( <b>or</b> )	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 153	Health, Safety, and Nutrition ( <b>or</b> )	3	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>16</b>

### Early Childhood Education - Administration Certificate (C55220D)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, and Community <i>(or)</i>	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Early Childhood Education - Pre-K Special Education Certificate (C55220F)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 161	Introduction to Exceptional Children	3	0	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**

## Electrical Systems Technology

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Two tracks are available under the Electrical Systems Technology degree to allow students to select the specialty of their choice: **Electrical** (A35130E) and **Hydro-Mechanical** (A35130H).

### Electrical Systems Technology Degree - Electrical Pathway (A35130E)

#### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

##### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)

- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171**)
- Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (28 Credit Hours)</b>					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ELC 220	Photovoltaic Systems Technology	2	3	0	3
<b>OTHER MAJOR HOURS (24 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
DFT 151	CAD I	2	3	0	3
ELN 131	Analog Electronics I	3	3	0	4
ELN 132	Analog Electronics II	3	3	0	4
ELN 133	Digital Electronics ( <b>or</b> )	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
<b>Electives</b> (Choose at least 1 Credit Hour)					
ATR 112	Intro to Automation	2	3	0	3
BPR 111	Print Reading	1	2	0	2
BUS 280	REAL Small Business	4	0	0	4
CTI 120	Network and Sec Foundation	2	2	0	3
DFT 152	CAD II	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
ELN 231	Industrial Controls	2	3	0	3
HYD 121	Hydraulics/Pneumatics II	1	3	0	2
ISC 112	Industrial Safety	2	0	0	2
MAC 114	Introduction to Metrology	2	0	0	2
MAC 121	Intro to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 132	Blueprint Reading/MACH II	1	2	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 145	Mfg Materials I	2	3	0	3
MEC 151	Mechanical Mfg Systems	1	3	0	2
MEC 180	Engineering Materials	2	3	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 67**

## Electrical Systems Technology Degree - Hydro-Mechanical Pathway

(A35130H)

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171**)
- Physics (**PHY 110/PHY 110A**)

### MAJOR HOURS - CORE COURSES (28 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ELC 220	Photovoltaic Systems Technology	2	3	0	3

### OTHER MAJOR HOURS (24 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
ELN 131	Analog Electronics I	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
HYD 121	Hydraulics/Pneumatics II	1	3	0	2
HYD 210	Advanced Hydraulics	1	3	0	2
MAC 114	Introduction to Metrology	2	0	0	2
MAC 132	Blueprint Reading/MACH II	1	2	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 151	Mechanical Mfg Systems	1	3	0	2

#### Electives (Choose at least 1 Credit Hour)

ATR 112	Intro to Automation	2	3	0	3
CTI 120	Network and Sec Foundation	2	2	0	3
DFT 151	CAD I	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
ELN 132	Analog Electronics II	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4

ELN 231	Industrial Controls	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 121	Intro to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MEC 145	Mfg Materials I	2	3	0	3
MEC 180	Engineering Materials	2	3	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** ..... 67

## Electrical Systems Technology Diploma

(D35130)

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (3 SHC)

- English Composition (**ENG 111**)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171**)
- Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (28 Credit Hours)</b>					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Residential Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELC 115	Industrial Wiring	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ELC 220	Photovoltaic Systems Technology	2	3	0	3

#### OTHER MAJOR HOURS (12 Credit Hours)

ELN 131	Semiconductor Applications	3	3	0	4
ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4

**TOTAL CREDIT HOURS IN DIPLOMA** ..... 46

## Electrical Systems Technology Certificate

(C35130A)

		Class	Lab	Clinic/Exp	Credit
ELC 113	Residential Wiring ( <i>or</i> )	2	6	0	4
ELC 115	Industrial Wiring ( <i>and</i> )	2	6	0	4
ELC 112	DC/AC Electricity	3	6	0	5
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... 18



### Electrical Systems Technology - Industrial and Photovoltaic Wiring Certificate

(C35130B)

		Class	Lab	Clinic/Exp	Credit
ELC 117	Motors and Controls	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ELC 220	Photovoltaic Systems Technology	2	3	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Electrical Systems Technology - Hydro-Mechanical Certificate

(C35130C)

		Class	Lab	Clinic/Exp	Credit
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
HYD 121	Hydraulics/Pneumatics II	1	3	0	2
HYD 210	Advanced Hydraulics	1	3	0	2
MAC 114	Introduction to Metrology	2	0	0	2
MAC 132	Blueprint Reading/MACH II	1	2	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 151	Mechanical Mfg Systems	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Emergency Medical Science Degree/ Paramedic Bridge

(A45340B)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergency patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

**GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)**

**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM-212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)**

- Psychology (**PSY 150**)

**Natural Sciences/Mathematics (4 SHC)**

- Biology (BIO 165, BIO 168)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (52 Credit Hours)</b>					
BIO 166	Anatomy and Physiology II	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
EMS 110	EMT-Basic	6	6	0	8
EMS 122	EMS Clinical Practicum I	0	0	3	1
EMS 130	Pharmacology	3	3	0	4
EMS 131	Advanced Airway Management	1	2	0	2
EMS 160	Cardiology I	1	3	0	2
EMS 220	Cardiology II	2	3	0	3
EMS 221	EMS Clinical Practicum II	0	0	6	2
EMS 231	EMS Clinical Practicum III	0	0	9	3
EMS 240	Patients With Special Challenges	1	2	0	2
EMS 241	EMS Clinical Practicum IV	0	0	12	4
EMS 250	Medical Emergencies	3	3	0	4
EMS 260	Trauma Emergencies	1	3	0	2
EMS 270	Life Span Emergencies	2	3	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
<b>Bridge Elective</b> (Choose one course)					
EMS 280	EMS Bridging Course	2	2	0	3
EMS 285	EMS Capstone	1	3	0	2
<b>OTHER MAJOR HOURS (5 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
<b>EMS Elective</b> (Choose one course)					
EMS 125	EMS Instructor Methodology	1	2	0	2
EMS 235	EMS Management	2	0	0	2
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>73</b>

## Fire Protection Technology Degree

(A55240)

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire, risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

### Collaborative Program Offered in Cooperation with Central Piedmont Community College

In this Instructional Service Agreement, students may take general education courses at South Piedmont Community College. Central Piedmont Community College will provide the FIP prefix courses as specified in the CPCC Fire Protection Technology curriculum. Students who successfully complete all requirements of the Fire Protection Technology program will be awarded an Associate in Applied Science Degree by Central Piedmont Community College.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English (**ENG 111**, and **ENG 112**, 113, or ENG 114)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**,)
- Interdisciplinary Humanities (HUM 120, HUM 130)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, PHI 240)
- Religion (REL 110)

#### Social/Behavioral Sciences (3 SHC)

- Psychology (**PSY 150**)

#### Natural Sciences/Mathematics (3 SHC)

- Mathematics (**MAT 143**, **MAT 152**, **MAT 171**, **MAT 271**)

### OTHER MAJOR HOURS (14 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
<b>Chemistry/Hazmat I</b> (Choose one course)					
<b>CHM 151</b>	General Chemistry I	3	3	0	4
<b>PHY 151</b>	College Physics I	3	2	0	4
<b>Chemistry/Hazmat II</b> (Choose one course)					
<b>CHM 152</b>	General Chemistry II	3	3	0	4
<b>PHY 152</b>	College Physics II	3	2	0	4
<b>Communication</b> (Choose one course)					
<b>COM 110</b>	Introduction to Communication	3	0	0	3
<b>COM 231</b>	Public Speaking	3	0	0	3
<b>TOTAL CREDIT HOURS Offered by SPCC</b> .....					<b>29</b>

## Human Services Technology Degree

(A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

### MAJOR HOURS - CORE COURSES (25 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

### OTHER MAJOR HOURS (25 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
GRO 120	Gerontology	3	0	0	3
HSE 220	Case Management	3	0	0	3

SAB 110	Substance Abuse Overview	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WBL 125	Work-Based Learning Seminar II	1	0	0	1
<b>Electives</b> (Choose at least 6 Credit Hours)					
GRO 250	Aging Policies Programs & Services	2	0	0	2
HSE 242	Family Systems	3	0	0	3
SAB 130	Addictive Behaviors	3	0	0	3
SAB 135	Addictive Process	3	0	0	3
<b>TOTAL CREDIT HOURS IN DEGREE</b> .....					<b>65</b>

## Human Services Technology Diploma

(D45380)

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (17 Credit Hours)</b>					
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
<b>PSY 150</b>	General Psychology	3	0	0	3

#### OTHER MAJOR HOURS (15 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
GRO 120	Gerontology	3	0	0	3
HSE 220	Case Management	2	2	0	3
HSE 242	Family Systems	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3

**TOTAL CREDIT HOURS IN DIPLOMA** ..... **38**

## Human Services Technology - Substance Abuse Certificate

(C45380)

		Class	Lab	Clinic/Exp	Credit
HSE 112	Group Process I	1	2	0	2
HSE 225	Crisis Intervention	3	0	0	3
<b>PSY 150</b>	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 130	Addictive Behaviors	3	0	0	3
SAB 135	Addictive Process	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... **17**



### Human Services Technology - Gerontology Certificate (C45380G)

		Class	Lab	Clinic/Exp	Credit
HSE 123	Interviewing Techniques	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
GRO 120	Gerontology	3	0	0	3
GRO 250	Aging Policies Programs & Services	2	0	0	2
<b>PSY 150</b>	General Psychology	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... **16**

### Industrial Systems Technology

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as lifelong learners.

Two tracks are available under the Industrial Systems Technology degree to allow students to select the specialty of their choice: **Machining** (A50240A) and **Industrial** (A50240B).

### Industrial Systems Technology Degree Machining Pathway (A50240A)

#### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

##### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

##### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

##### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (**MAT 143, MAT 152 MAT 171**)
- Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (34 Credit Hours)</b>					
BPR 111	Print Reading	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
MAC 114	Intro to Metrology	2	0	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 241	Jigs and Fixtures I	2	6	0	4
MNT 110	Intro to Maintenance Procedures	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
<b>Electricity</b> (Choose one course:)					
ELC 111	Introduction to Electricity	2	2	0	3
ELC 112	DC/AC Electricity	3	6	0	5
<b>OTHER MAJOR HOURS (23 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MAC 121	Intro to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAC 132	Blueprint Reading/Mach II	1	2	0	2
MAC 152	Adv Machining Calculations	1	2	0	2
MAC 245	Mold Construction I	2	6	0	4
MEC 142	Physical Metallurgy	1	2	0	2
<b>Electives</b> (Choose at least 4 Credit Hours)					
MAC 113	Machining Technology III	2	12	0	6
MAC 243	Die Making I	2	6	0	4
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** ..... **72**

**Industrial Systems Technology Degree**  
**Industrial Pathway**  
 (A50240B)

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (**GEO 111**)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (3 SHC)** Choose one course:

- Mathematics (**MAT 143, MAT 152 MAT 171**)
- Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (34 Credit Hours)</b>					
BPR 111	Print Reading	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
MAC 114	Intro to Metrology	2	0	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 241	Jigs and Fixtures I	2	6	0	4
MNT 110	Intro to Maintenance Procedures	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
<b>Electricity</b> (Choose one course:)					
ELC 111	Introduction to Electricity	2	2	0	3
ELC 112	DC/AC Electricity	3	6	0	5
<b>OTHER MAJOR HOURS (23 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
MEC 130	Mechanisms	2	2	0	3
<b>Electives</b> (Choose at least 6 Credit Hours)					
ATR 112	Intro to Automation	2	3	0	3
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ELN 231	Industrial Controls	2	3	0	3
MAC 113	Machining Technology III	2	12	0	6
MAC 243	Die Making I	2	6	0	4
MNT 111	Maintenance Practices	2	2	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 212	Inert Gas Welding	1	3	0	2

**TOTAL CREDIT HOURS IN DEGREE** ..... **72**

### Industrial Systems Technology - Machining Certificate

(C50240A)

		Class	Lab	Clinic/Exp	Credit
BPR 111	Blueprint Reading	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 121	Intro to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Industrial Systems Technology - Maintenance Certificate

(C50240M)

		Class	Lab	Clinic/Exp	Credit
BPR 111	Blueprint Reading	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MNT 110	Intro to Maintenance Procedures	1	3	0	2
MNT 111	Maintenance Practices	2	2	0	3
WLD 112	Basic Welding Processes	1	3	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 17**

### Industrial Systems Technology - Welding Certificate

(C50240W)

		Class	Lab	Clinic/Exp	Credit
BPR 111	Blueprint Reading	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 17**

### Infant/Toddler Care Certificate (C55290)

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development; physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3

**TOTAL CREDIT HOURS IN CERTIFICATE..... 16**

### Information Technology

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

The following seven tracks are available under the Information Technology degree to allow students to select the specialty of their choice:

**Information Systems A25590A**

**IT Business Support A25590C**

**Systems Security A25590E**

**Web Administration and Design A25590F**

**Game and Simulation Programming A25590G**

Requirements for each follow.



## Information Technology - Information Systems Degree (A25590A)

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

### MAJOR HOURS - CORE COURSES (24 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 155	Tech Support Functions	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3

### OTHER MAJOR HOURS (27 Credit Hours)

CTS 289	System Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	2	2	0	3

### Electives I (Choose one group)

CIS 115	Intro to Prog & Logic ( <b>or</b> )	2	3	0	3
CTS 288	Professional Practices in IT ( <b>or</b> )	2	2	0	3
WBL 110	World of Work ( <b>and</b> )	1	0	0	1

WBL 111	Work-Based Learning I ( <b>and</b> )	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**Electives II** (Choose at least 6 Credit Hours)

BUS 280	REAL Small Business	4	0	0	4
CCT 110	Intro to Cyber Crime	3	0	0	3
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 275	Animation I	1	3	0	2
NET 225	Routing & Switching	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 214	Social Media	2	2	0	3

**TOTAL CREDIT HOURS IN DEGREE** ..... **66**

## Information Technology - IT Business Support Degree

(A25590C)

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (3 SHC)**

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110**, BIO 140)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (18 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
<b>OTHER MAJOR HOURS (33 Credit Hours)</b>					
CTS 120	Hardware/Software Support	2	3	0	3
CTS 125	Presentaion Graphics	2	2	0	3
CTS 155	Tech Support Functions	2	2	0	3
DBA 120	Database Programming I	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
<b>Electives (Choose one group)</b>					
CIS 115	Intro to Prog & Logic ( <b>or</b> )	2	3	0	3
CTS 288	Professional Practices in IT ( <b>or</b> )	2	2	0	3
WBL 110	World of Work ( <b>and</b> )	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>66</b>

## Information Technology - Systems Security

(A25590E)

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**Humanities/Fine Arts (3 SHC) Choose one course:**

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (**GEO 111**)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (3 SHC)**

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (18 Credit Hours)</b>					
CCT 110	Intro to Cyber Crime	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
SEC 110	Security Concepts	2	2	0	3
<b>OTHER MAJOR HOURS (33 Credit Hours)</b>					
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 155	Tech Support Functions	2	2	0	3
NET 225	Routing & Switching	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
<b>Electives (Choose one group)</b>					
CIS 115	Intro to Prog & Logic ( <b>or</b> )	2	3	0	3
CTS 288	Professional Practices in IT ( <b>or</b> )	2	2	0	3
WBL 110	World of Work ( <b>and</b> )	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 66**

## Information Technology - Web Administration and Design (A25590F)

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (18 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
DBA 120	Database Programming I	2	2	0	3
WEB 210	Web Design	2	2	0	3
<b>OTHER MAJOR HOURS (33 Credit Hours)</b>					
CSC 151	JAVA Programming	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 275	Animation I	1	3	0	2
NOS 110	Operating System Concepts	2	3	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 214	Social Media	2	2	0	3



**Electives (Choose one group)**

CIS 115	Intro to Prog & Logic ( <b>or</b> )	2	3	0	3
CTS 288	Professional Practices in IT ( <b>or</b> )	2	2	0	3
WBL 110	World of Work ( <b>and</b> )	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** ..... **66**

## Information Technology - Game and Simulation Programming

(A25590G)

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (3 SHC)**

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

**MAJOR HOURS - CORE COURSES (18 Credit Hours)**

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
SGD 111	Introduction to SGD	2	3	0	3

**OTHER MAJOR HOURS (33 Credit Hours)**

CTS 120	Hardware/Software Support	2	3	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS 155	Tech Support Functions	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 120	Database Programming I	2	2	0	3

NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
SGD 112	SGD Design	2	3	0	3

**Electives (Choose one group)**

CIS 115	Intro to Prog & Logic <b>(or)</b>	2	3	0	3
CTS 288	Professional Practices in IT <b>(or)</b>	2	2	0	3
WBL 110	World of Work <b>(and)</b>	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE ..... 66**

**Information Technology  
Information Systems Certificate  
(C25590A)**

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers <b>(or)</b>	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 155	Tech Support Functions	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
WBL 110	World of Work <b>(or)</b>	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

**Information Technology  
Operating Systems Certificate  
(C25590B)**

		Class	Lab	Clinic/Exp	Credit
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
WBL 110	World of Work <b>(or)</b>	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

**Information Technology**  
**Microsoft Office Certificate**  
 (C25590C)

		Class	Lab	Clinic/Exp	Credit
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
WBL 110	World of Work <b>(or)</b>	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... **16**

**Information Technology**  
**System Security Certificate**  
 (C25590F)

		Class	Lab	Clinic/Exp	Credit
CCT 110	Intro to Cyber Crime	3	0	0	3
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
WBL 110	World of Work <b>(or)</b>	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... **16**

**Information Technology**  
**Web Administration and Design Certificate**  
 (C25590G)

		Class	Lab	Clinic/Exp	Credit
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 214	Social Media	2	2	0	3
WBL 110	World of Work <b>(or)</b>	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... **16**

## Licensed Practical Nurse Refresher Certificate

(C45390)

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. *Individuals entering this curriculum must have been previously licensed as a Practical Nurse.*

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

		Class	Lab	Clinic/Exp	Credit
NUR 107	LPN Refresher	9	0	9	12

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 12**

## Mechanical Engineering Technology Degree

(A40320)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (4 SHC)**

## ▪ Mathematics (MAT 171)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (22 Credit Hours)</b>					
DFT 151	CAD I	2	3	0	3
DFT 154	Intro Solid Modeling	2	3	0	3
EGR 251	Statics	2	2	0	3
EGR 252	Strength of Materials	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 145	Mfg Materials I	2	3	0	3
PHY 151	College Physics I	3	2	0	4

**OTHER MAJOR HOURS (31 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
DFT 152	CAD II	2	3	0	3
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 114	Intro to Metrology	2	0	0	2
MAC 121	Introduction to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 151	Mechanical Mfg Systems	1	3	0	2

**Electives** (Choose at least 5 Credit Hours)

ATR 112	Intro to Automation	2	3	0	3
BPR 111	Print Reading	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 120	Network and Sec Foundation	2	2	0	3
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ISC 132	Mfg Quality Control	2	3	0	3
MAC 151	Machining Calculations	1	2	0	2
MEC 180	Engineering Materials	2	3	0	3
MEC 260	Fundamentals of Machine Design	2	3	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WLD 112	Basic Welding Processes	1	3	0	2

**TOTAL CREDIT HOURS IN DEGREE ..... 69****Mechanical Engineering Technology - Mechatronics Certificate**

(C40320E)

		Class	Lab	Clinic/Exp	Credit
EGR 251	Statics	2	2	0	3
EGR 252	Strength of Materials	2	2	0	3
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MAC 121	Introduction to CNC	2	0	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 18**



## Mechatronics Engineering Technology Degree (A40350)

The Engineering and Technology curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechatronics Engineering Technology is a course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Study includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (4 SHC)

- Mathematics (**MAT 171**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (37 Credit Hours)</b>					
ATR 112	Introduction to Automation	2	3	0	3
CIS 110	Introduction to Computers	2	2	0	3
DFT 151	CAD I	2	3	0	3
ELC 112	DC/AC Electricity	3	6	0	5
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 130	Mechanisms	2	2	0	3
PHY 151	College Physics I	3	2	0	4

**OTHER MAJOR HOURS (16 Credit Hours)**

DFT 154	Intro Solid Modeling	2	3	0	3
MAC 121	Introduction to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MEC 151	Mechanical Mfg Systems	1	3	0	2
MEC 180	Engineering Materials	2	3	0	3

**Electives** (Choose at least 4 Credit Hours)

BPR 111	Print Reading	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 120	Network and Sec Foundation	2	2	0	3
DFT 152	CAD II	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ISC 132	Mfg Quality Control	2	3	0	3
MAC 114	Intro to Metrology	2	0	0	2
MAC 132	Blueprint Reading/Mach II	1	2	0	2
MEC 260	Fundamentals of Machine Design	2	3	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WLD 112	Basic Welding Processes	1	3	0	2

**TOTAL CREDIT HOURS IN DEGREE** ..... **69**

## Medical Assisting Degree

(A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

**GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)****Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)**

- Psychology (PSY 150)

**Natural Sciences/Mathematics (3 SHC)**

- Biology (BIO 271)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (33 Credit Hours)</b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Practicum	0	0	15	5
<b>OTHER MAJOR HOURS (20 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MED 136	Preventive Health	2	0	0	2
MED 138	Infection/Hazard Control	2	0	0	2
MED 230	Admin Office Proc III	1	2	0	2
MED 264	Medical Assisting Overview	2	0	0	2
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
<b>Electives (Choose at least 3 Credit Hours)</b>					
BUS 137	Principles of Management	3	0	0	3
BUS 152	Human Relations	3	0	0	3
OST 148	Med Coding Billing & Insurance	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>68</b>

## Medical Assisting Diploma

(D45400)

The Medical Assisting program is a 1 + 1 diploma/degree option. In order to progress into the Associate in Applied Science degree, students must have successfully completed the diploma option with a 2.5 GPA.

**GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)****Communications (6 SHC)**

- English Composition (ENG 111)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (30 Credit Hours)</b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2

MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Practicum	0	0	15	5

**OTHER MAJOR HOURS (10 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
MED 138	Infection/Hazard Control	2	0	0	2
MED 264	Medical Assisting Overview	2	0	0	2
MED 270	Symptomatology	2	2	0	3

**TOTAL CREDIT HOURS IN DIPLOMA ..... 46**

### Medical Assisting - Medical Laboratory Assistant (MLA) Certificate (C45400A)

		Class	Lab	Clinic/Exp	Credit
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 138	Infection/Hazard Control	2	0	0	2
MED 150	Laboratory Procedures I	3	4	0	5
WBL 111	Work-Based Learning I	0	0	10	1

**TOTAL CREDIT HOURS IN CERTIFICATE ..... 16**

### Medical Office Administration

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Two tracks are available under the Medical Office Administration degree to allow students to select the specialty of their choice: General Medical Office Administration (A25310A) and Medical Billing and Coding (A25310B): Requirements for each follow.

### Medical Office Administration - General Medical Office Administration (A25310A)

#### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

##### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (4 SHC)**

- Biology (BIO 165, BIO 168)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (36 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	2	2	0	3
OST 236	Adv Word Processing	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
<b>OTHER MAJOR HOURS (14 Credit Hours)</b>					
BUS 121	Business Math	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
<b>Electives</b> (Choose at least 4 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BIO 166	Anatomy and Physiology II	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 250	Long Term Care Coding	1	2	0	2
WBL 110	World of Work	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1

**TOTAL CREDIT HOURS IN DEGREE .....66**



## Medical Office Administration- Medical Billing and Coding (A25310B)

### GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

#### Natural Sciences/Mathematics (4 SHC)

- Biology (BIO 165, BIO 168)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (36 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	Med Coding Certification Prep	2	3	0	3
OST 260	Adv Coding Methodologies	2	2	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
<b>OTHER MAJOR HOURS (14 Credit Hours)</b>					
BIO 166	Anatomy and Physiology II	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
BUS 121	Business Math	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
<b>TOTAL CREDIT HOURS IN DEGREE .....</b>					<b>66</b>

## Medical Office Administration - Medical Insurance Coding Diploma (D25310)

### GENERAL EDUCATION REQUIREMENTS (7 Credit Hours)

#### Communications (3 SHC)

- English Composition (**ENG 111**)

#### Natural Sciences/Mathematics (4 SHC)

- Biology (BIO 165, BIO 168)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (30 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 247	Procedure Coding	2	2	0	3
OST 248	Diagnostic Coding	2	2	0	3
OST 249	Med Coding Certification Prep	2	3	0	3
OST 260	Adv Coding Methodologies	2	2	0	3
<b>OTHER MAJOR HOURS (7 Credit Hours)</b>					
BIO 166	Anatomy and Physiology II <i>or</i>	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
OST 131	Keyboarding	1	2	0	2
WBL 121	Work-Based Learning II	0	0	10	1
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>44</b>

## Medical Office Administration Certificate (C25310)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>17</b>

## Medical Sonography Degree (A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

The SPCC Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee for Diagnostic Medical Sonography (JRCDS). Contact the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), 1361 Park Street, Clearwater, FL 33756, or call 727-210-2350 for questions about the accreditation.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

#### Social/Behavioral Sciences (3 SHC) Choose one course:

- Psychology (**PSY 150**)
- Sociology (**SOC 210**)

#### Natural Sciences/Mathematics (4 SHC) Choose one course:

- Mathematics (**MAT 152, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (54 Credit Hours)</b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
SON 110	Introduction to Sonography	1	3	3	3
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Education I	0	0	15	5
SON 121	SON Clinical Education II	0	0	15	5
SON 130	Abdominal Sonography I	2	3	0	3
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecologic Sonography	2	0	0	2
SON 220	SON Clinical Education III	0	0	24	8
SON 221	SON Clinical Education IV	0	0	24	8
SON 225	Case Studies	0	3	0	1
SON 241	Obstetrical Sonography I	2	0	0	2
SON 242	Obstetrical Sonography II	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 289	Sonographic Topics	2	0	0	2

**OTHER MAJOR HOURS (6 Credit Hours)**

PHY 110	Conceptual Physics <i>and</i>	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
SON 272	Advanced Pathology	0	3	0	1
SON 276	Fetal Echocardiology	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** ..... **76**

### **Musculoskeletal Sonography (Certificate)**

(C45850)

The Musculoskeletal Sonography curriculum provides sonographers the didactic and clinical experience necessary to perform entry level musculoskeletal (MSK) sonography.

Course work includes introduction to normal and abnormal anatomy and physiology of the upper and lower musculoskeletal system using state-of-the-art equipment.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonography (ARDMS) for national registry in Musculoskeletal Sonography. Graduates may find employment in clinics, hospitals, physicians' offices, mobile services, and educational institutions.

Individuals entering this curriculum must be registered or registry-eligible for the American Registry of Diagnostic Medical Sonography (ARDMS) or American Registry for Radiologic Technology (ARRT) exam for sonography.

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (16 Credit Hours)</b>					
MSK 110	Musculoskeletal Sonography I	2	2	3	4
MSK 111	Musculoskeletal Sonography II	1	2	3	4
MSK 112	Musculoskeletal Sonography III	2	2	0	3
MSK 189	Musculoskeletal Topics	2	0	0	2
SON 111	Sonographic Physics	3	3	0	4

**TOTAL CREDIT HOURS IN CERTIFICATE**..... **16**

### **Nurse Aide (Certificate)**

(C45840)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (13 Credit Hours)</b>					
NAS 101	Nurse Aide I	3	4	3	6
NAS 102	Nurse Aide II	3	2	6	6
NAS 107	Medication Aide	0	2	0	1

**OTHER MAJOR HOURS (3 Credit Hours)**

CIS 110	Introduction to Computers	2	2	0	3
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**TOTAL CREDIT HOURS IN CERTIFICATE** ..... **16**

## Other Nursing Awards

### Associate Degree Nursing

(A45110)

This program of study is on page VI-24 of this catalog.

### Associate in General Education - Nursing

(A1030N)

This program of study is on page VI-11 of this catalog.

### Licensed Practical Nurse Refresher Certificate

(C45390)

This program of study is on page VI-64 of this catalog.

### Practical Nursing Diploma

(D45660)

This program of study is on page VI-78 of this catalog.

## Paralegal Technology Degree

(A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

The SPCC Paralegal Technology Program is an institutional member of the American Association for Paralegal Education (AAfPE), [www.aafpe.org](http://www.aafpe.org). Accreditation through AAfPE allows graduates of the degree program to sit for the North Carolina Paralegal Certification Exam.

### GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

#### Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

#### Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)



**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (**GEO 111**)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120, POL 210, POL 220**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 213, SOC 220, SOC 225**)

**Natural Sciences/Mathematics (3 SHC)**

- Choose one course from the following:
  - Astronomy (**AST 111/AST 111A**)
  - Principles of Biology (**BIO 110, BIO 140**)
  - Chemistry (**CHM 151**)
  - Mathematics (**MAT 143, MAT 152, MAT 171**)
  - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (23 Credit Hours)</b>					
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 150	Commercial Law I	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3
<b>OTHER MAJOR HOURS (26 Credit Hours)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
CJC 131	Criminal Law	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 211	Real Property II	1	4	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 280	Ethics & Professionalism	2	0	0	2
OST 136	Word Processing	2	2	0	3
<b>Electives</b> (Choose at least 3 Credit Hours)					
ACC 129	Individual Income Taxes	2	2	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

**TOTAL CREDIT HOURS IN DEGREE** ..... **64**

## Paralegal Technology Diploma

(D25380)

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (3 SHC)

- English Composition (ENG 111)

#### Social/Behavioral Sciences (3 SHC)

- Psychology (PSY 150)

### MAJOR HOURS - CORE COURSES (14 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 150	Commercial Law	2	2	0	3

### OTHER MAJOR HOURS (17 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2
OST 136	Word Processing	2	2	0	3

### ELECTIVES (Choose at least 6 Credit Hours)

CJC 131	Criminal Law	3	0	0	3
LEX 210	Real Property I	3	0	0	3
LEX 211	Real Property II	1	4	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3

**TOTAL CREDIT HOURS IN DIPLOMA** ..... **37**

## Paralegal Technology Certificate

(C25380)

		Class	Lab	Clinic/Exp	Credit
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2

**TOTAL CREDIT HOURS IN CERTIFICATE** ..... **18**

## Practical Nursing Diploma

(D45660)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

The SPCC Practical Nursing Diploma Program is approved by the North Carolina Board of Nursing. Contact the Board at P. O. Box 2129, Raleigh, NC 27602-2129, or 4516 Lake Boone Trail, Raleigh, NC 27607, or call 919-782-3211 for questions about the approval.

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (3 SHC)

- English Composition (ENG 111)

#### Social/Behavioral Sciences (3 SHC)

- Psychology (PSY 150)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (30 Credit Hours)</b>					
NUR 101	Practical Nursing I	7	6	6	11
NUR 102	Practical Nursing II	7	0	9	10
NUR 103	Practical Nursing III	6	0	9	9
<b>OTHER MAJOR HOURS (8 Credit Hours)</b>					
BIO 165	Anatomy and Physiology I	3	3	0	4
BIO 166	Anatomy and Physiology II ( <i>or</i> )	3	0	0	4
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	0	0	4
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>44</b>

## Simulation and Game Development Degree

(A25450)

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3-D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

### Collaborative Program Offered in Cooperation with Central Piedmont Community College

In this Instructional Service Agreement, students may take general education courses and introductory SGD prefix courses at South Piedmont Community College. Central Piedmont Community College will provide all other SGD prefix courses as specified within the CPCC curriculum. Students who successfully complete all requirements of the Simulation and Game Development program will be awarded an Associate in Applied Science degree by Central Piedmont Community College.

**GENERAL EDUCATION REQUIREMENTS (18 Credit Hours)****English (6 SHC)**

- English (**ENG 111**)
- Choose one course: **ENG 112**, ENG 113, ENG 114)

**Communications (3 SHC)** Choose one course:

- COM 110, COM 120, **COM 231**)

**Humanities/Fine Arts (3 SHC)** Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**, ART 116, ART 117)
- Drama (DRA 111)
- Interdisciplinary Humanities (HUM 130, HUM 160, HUM 211, HUM 212)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**)
- Religion (REL 110, REL 211, REL 212, REL 221)

**Social/Behavioral Sciences (3 SHC)** Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**, POL 210, POL 220)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 213, SOC 220, SOC 225)

**Mathematics (3 SHC)** Choose one course:

- Mathematics (**MAT 143**, **MAT 152**, **MAT 171**, **MAT 172**, **MAT 271**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (6 Credit Hours)</b>					
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3

**OTHER MAJOR HOURS (9 Credit Hours)****Electives** (Choose at least 9 Credit Hours)

CSC 151	JAVA Programming	2	3	0	3
GRD 121	Drawing Fundamentals	1	3	0	2
WEB 140	Web Development Tools	2	2	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 121	Work-Based Learning II	0	0	10	1

**TOTAL CREDIT HOURS Offered by SPCC ..... 33**

## Welding Technology Diploma

(D50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

### GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

#### Communications (3 SHC)

- English Composition (**ENG 111**)

#### Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
<b>MAJOR HOURS - CORE COURSES (18 Credit Hours)</b>					
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
<b>OTHER MAJOR HOURS (19 Credit Hours)</b>					
CIS 110	Introduction to Computers	2	2	0	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 122	GMAW (MIG) Plate Pipe	1	6	0	3
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 151	Fabrication I	2	6	0	4
WLD 261	Certification Practices	1	3	0	2
<b>TOTAL CREDIT HOURS IN DIPLOMA .....</b>					<b>43</b>

## Welding Technology Basic Certificate

(C50420A)

		Class	Lab	Clinic/Exp	Credit
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
<b>TOTAL CREDIT HOURS IN CERTIFICATE .....</b>					<b>18</b>



# COURSE DESCRIPTIONS

The courses listed on the following pages represent current curriculum offerings.

- The courses are listed in alphabetic order by a 3-letter prefix (BUS for Business, HIS for History).
- The courses are assigned a 3-digit number (ACC 120).
- Any course number less than 100 level will not earn credit hours toward graduation (ACA 090).
- The course title follows the course number (ACC 120 Principles of Financial Accounting).
- The number of contact and credit hours follows the title (ACC 120 Principles of Financial Accounting 3 2 0 4). The first number represents the number of class hours per week in a 16 week semester; the second number represents the number of lab hours per week; the third number represents the number of clinical or work experience hours per week; the last number represents the number of semester credit hours assigned to the course.
- Prerequisites mean preliminary skills, knowledge, or other courses are required before enrollment in the course.
- Corequisites mean courses that must be taken during the same term as the course that requires the corequisites.
- Courses marked "FA" are generally offered in the fall semester. Courses marked "SP" are generally offered in the spring semester. Courses marked "SU" may be offered in the summer term.

## ACA 122 College Transfer Success

0 2 0 1

Prerequisites: None

Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. Students will develop the framework for an electronic portfolio based around program outcomes and the core skills. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

## ACC 120 Principles of Financial Accounting

3 2 0 4

Prerequisites: None

Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

## ACC 121 Principles of Managerial Accounting

3 2 0 4

Prerequisites: ACC 120

Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**ACC 129 Individual Income Taxes****2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. SP

**ACC 130 Business Income Taxes****2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. FA

**ACC 140 Payroll Accounting****1 2 0 2**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. SP

**ACC 150 Accounting Software Applications****1 2 0 2**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accurately accounting problems. SP

**ACC 180 Practices in Bookkeeping****3 0 0 3**

Prerequisites: ACC 120

Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses. FA

**ACC 215 Ethics in Accounting****3 0 0 3**

Prerequisites: ACC 121

Corequisites: None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities. FA

**ACC 220 Intermediate Accounting I****3 2 0 4**

Prerequisites: ACC 120

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. FA

<b>ACC 221</b>	<b>Intermediate Accounting II</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Prerequisites: ACC 220					
Corequisites: None					
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. SP					
<b>ACC 225</b>	<b>Cost Accounting</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ACC 121					
Corequisites: None					
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. FA					
<b>AGR 130</b>	<b>Alternative Agriculture Production</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices. SP					
<b>AGR 139</b>	<b>Introduction to Sustainable Agriculture</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course will provide students with a clear perspective on the principles, history, and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students should be able to identify the principles of sustainable agriculture as they relate to basic production practices. FA					
<b>AGR 140</b>	<b>Agricultural Chemicals</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides. FA					
<b>AGR 150</b>	<b>Ag-O-Metrics</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production. FA					
<b>AGR 160</b>	<b>Plant Science</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems. SP					

<b>AGR 170</b>	<b>Soil Science</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. FA					
<b>AGR 212</b>	<b>Farm Business Management</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. FA					
<b>AGR 213</b>	<b>Ag Law &amp; Finance</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry. SP					
<b>AGR 214</b>	<b>Agricultural Marketing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product. SP					
<b>AGR 262</b>	<b>Weed ID &amp; Control</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the annual and perennial weeds of economic importance in the Southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control. SP					
<b>AHR 110</b>	<b>Introduction to Refrigeration</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>5</b>
Prerequisites: None					
Corequisites: None					
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade. FA					
<b>AHR 111</b>	<b>HVACR Electricity</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. SP					



**AHR 112 Heating Technology****2 4 0 4**

Prerequisites: None

Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system. FA

**AHR 113 Comfort Cooling****2 4 0 4**

Prerequisites: None

Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation. FA

**AHR 114 Heat Pump Technology****2 4 0 4**

Prerequisites: AHR 110 or AHR 113

Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. SP

**AHR 115 Refrigeration Systems****1 3 0 2**

Prerequisites: AHR 110

Corequisites: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs. FA

**AHR 125 HVACR Electronics****2 2 0 3**

Prerequisites: AHR 111, ELC 111, or ELC 112

Corequisites: None

This course introduces the common electronic control components in HVACR systems. Emphasis is placed on identifying electronic components and their functions in HVACR systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions. FA

**AHR 133 HVAC Servicing****2 6 0 4**

Prerequisites: None

Corequisites: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. FA

**AHR 140 All-Weather Systems****1 3 0 2**

Prerequisites: AHR 112 or AHR 113

Corequisites: None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures. FA



**AHR 180 HVACR Customer Relations****1 0 0 1**

Prerequisites: None

Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints. SP

**AHR 211 Residential System Design****2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. SP

**AHR 212 Advanced Comfort Systems****2 6 0 4**

Prerequisites: AHR 114

Corequisites: None

This course covers water-cooled systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. SP

**AHR 213 HVACR Building Code****1 2 0 2**

Prerequisites: None

Corequisites: None

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina building codes that apply to specific areas of the HVACR trade. SP

**AHR 240 Hydronic Heating****1 3 0 2**

Prerequisites: AHR 112

Corequisites: None

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems. SP

**AHR 250 HVAC System Diagnostics****0 4 0 2**

Prerequisites: None

Corequisites: AHR 212

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications. SP

**AHR 255 Indoor Air Quality****1 2 0 2**

Prerequisites: None

Corequisites: None

This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems. FA

**ANS 110 Animal Science****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally. FA

**ANS 130 Poultry Production****2 2 0 3**

Prerequisites: None

Corequisites: None

This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic and environmental impact of the poultry industry locally, regionally, state-wide, and internationally. FA

**ANS 150 Animal Health Management****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces animal diseases and health management. Topics include identification, prevention, management (including integrated pest management), and treatment of diseases. Upon completion, students should be able to recognize disease symptoms, recommend treatments, identify preventive steps, and develop biosecurity procedures. SP

**ANS 230 Poultry Management****3 0 0 3**

Prerequisites: None

Corequisites: None

This course is designed to expand topics covered in ANS 130. Emphasis is placed on management techniques as they relate to brooding, growing, and housing poultry and the environmental needs of various types of poultry. Upon completion, students should be able to analyze and respond to management and production problems as they occur. SP

**ART 111 Art Appreciation****3 0 0 3**

Prerequisites: ENG 080 and RED 080, or DRE 098, or appropriate CPT scores

Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

## ART 114 Art History Survey I

3 0 0 3

Prerequisites: ENG 080 and RED 080, or DRE 098, or appropriate CPT scores

Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA

## ART 115 Art History Survey II

3 0 0 3

Prerequisites: ENG 080 and RED 080, or DRE 098, or appropriate CPT scores

Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* SP

## ART 116 Survey of American Art

3 0 0 3

Prerequisites: ENG 080 and RED 080, or DRE 098, or appropriate CPT scores

Corequisites: None

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

**ART 117**      **Non-Western Art History**

3 0 0 3

Prerequisites: ENG 080 and RED 080, or DRE 098, or appropriate CPT scores

Corequisites: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* SP

## ART 121 Design I

0 6 0 3

Prerequisites: None

Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

## 0 6 0 3

Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

## 0 6 0 3

Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

## 0 6 0 3

Corequisites: None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

0 6 0 3

Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

0 2 0 1

Corequisites: None

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

0 6 0 3

Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA



**ART 241      Painting II****0          6          0          3**

Prerequisites: ART 240

Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**ART 264      Digital Photography I****0          6          0          3**

Prerequisites: None

Corequisites: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**ART 265      Digital Photography II****0          6          0          3**

Prerequisites: ART 264

Corequisites: None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**ART 271      Computer Art II****0          6          0          3**

Prerequisites: ART 171

Corequisites: None

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**ART 275      Introduction to Graphic Design****0          6          0          3**

Prerequisites: None

Corequisites: None

This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**ART 276      Interactive Media Technology****0          6          0          3**

Prerequisites: None

Corequisites: None

This course introduces students to the concepts and techniques used in designing and producing interactive projects. Emphasis is placed on the interactive development process, aesthetics of visual solutions, technical proficiency, and graphical user interface (GUI) with projects including digital imaging, web



design, simple animation, graphics and copyright issues. Upon completion, students should be able to use contemporary software to solve a variety of multimedia problems for a range of platforms and devices that may include web-based interaction, mobile devices or other emerging technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**ART 281      Sculpture I** 0      6      0      3

Prerequisites: None

Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in a variety of sculptural approaches. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**ART 282      Sculpture II** 0      6      0      3

Prerequisites: ART 281

Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**ART 283      Ceramics I** 0      6      0      3

Prerequisites: None

Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

**ART 284      Ceramics II** 0      6      0      3

Prerequisites: ART 283

Corequisites: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**ART 288      Studio** 0      6      0      3

Prerequisites: None

Corequisites: None

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*



<b>AST 111A</b>	<b>Descriptive Astronomy Lab</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
Prerequisites: None					
Corequisites: AST 111					
This course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate understanding of the universe around them. <i>This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.</i> FA, SP					
<b>AST 151</b>	<b>General Astronomy I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040; or appropriate CPT scores					
Corequisites: AST 151A					
This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. <i>This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.</i> FA, SP					
<b>AST 151A</b>	<b>General Astronomy I Lab</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
Prerequisites: None					
Corequisites: AST 151					
This course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. <i>This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.</i>					
<b>ATR 112</b>	<b>Intro to Automation</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. FA					
<b>AUB 111</b>	<b>Painting &amp; Refinishing I</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
Prerequisites: None					
Corequisites: None					
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. FA					
<b>AUB 121</b>	<b>Non-Structural Damage I</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards. FA					

## AUB 162      Autobody Estimating

1 2 0 2

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. SP

**AUT 114      Safety and Emissions**

1 2 0 2

Prerequisites: None

Corequisites: None

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions Inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections. FA

**AUT 116      Engine Repair**

2 3 0 3

Prerequisites: None

Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. SP

**AUT 116A      Engine Repair Lab**

0 3 0 1

Prerequisites: None

Corequisites: AUT 116

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. SP

## AUT 141 Suspension & Steering Systems

2 3 0 3

Prerequisites: None

Corequisites: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. FA

**AUT 151      Brake Systems**

2 3 0 3

Prerequisites: None

Corequisites: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. FA

**AUT 163      Adv Auto Electricity**

2 3 0 3

Prerequisites: TRN 120

Corequisites: None

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. FA



<b>AUT 181</b>	<b>Engine Performance I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. FA					
<b>AUT 183</b>	<b>Engine Performance II</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
Prerequisites: AUT 181					
Corequisites: None					
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. SP					
<b>AUT 221</b>	<b>Auto Transm/Transaxles</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. SP					
<b>AUT 231</b>	<b>Man Trans/Axles/Drtrains</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. FA					
<b>AUT 281</b>	<b>Adv Engine Performance</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair. SP					
<b>BIO 110</b>	<b>Principles of Biology</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040; or appropriate CPT scores					
Corequisites: None					
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. <i>This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.</i>					



<b>BIO 111</b>	<b>General Biology I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040; or appropriate CPT scores					
Corequisites: None					
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. <i>This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.</i>					
<b>BIO 112</b>	<b>General Biology II</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
Prerequisites: BIO 111					
Corequisites: None					
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. <i>This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.</i>					
<b>BIO 130</b>	<b>Introductory Zoology</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
Prerequisites: BIO 110 or BIO 111					
Corequisites: None					
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. <i>This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.</i>					
<b>BIO 140</b>	<b>Environmental Biology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040; or appropriate CPT scores					
Corequisites: None					
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. <i>This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. FA, SP</i>					
<b>BIO 163</b>	<b>Basic Anatomy &amp; Physiology</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>
Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040; or appropriate CPT scores					
Corequisites: None					
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. <i>This course also includes an introduction to microbiology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i>					

3 3 0 4

Corequisites: None

This course is the first of a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes that maintain homeostasis. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

3 3 0 4

Corequisites: None

This course is the second in a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes that maintain homeostasis. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

3 3 0 4

Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

FA. SP

## 3 3 0 4

Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

3 3 0 4

Corequisites: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic

BIO 271	Pathophysiology	3	0	0	3
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Corequisites: None

BIO 275	Microbiology	3	3	0	4
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Corequisites: None

BPR 111	Print Reading	1	2	0	2
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Corequisites: None

<b>BUS 110</b>	<b>Introduction to Business</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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Corequisites: None

BUS 115	Business Law I	3	0	0	3
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Corequisites: None

BUS 121	Business Math	2	2	0	3
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Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. FA, SP

**BUS 135 Principles of Supervision****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. SP

**BUS 137 Principles of Management****3 0 0 3**

Prerequisites: None

Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**BUS 139 Entrepreneurship I****3 0 0 3**

Prerequisites: None

Corequisites: None

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. FA

**BUS 152 Human Relations****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts. SP

**BUS 153 Human Resource Management****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. SP

**BUS 220 Purchasing****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the purchasing function and explains its role in business. Topics include the legal and ethical aspects of purchasing, quality assurance, and the application of purchasing formulas and methods for cost analysis. Upon completion, students should be able to complete a purchase transaction incorporating legal, ethical, quality, and cost considerations. SP

**BUS 225 Business Finance****2 2 0 3**

Prerequisites: ACC-120

Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. FA



**BUS 234 Training and Development****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. SP

**BUS 240 Business Ethics****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. FA

**BUS 280 REAL Small Business****4 0 0 4**

Prerequisites: None

Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. SP

**CCT 110 Intro to Cyber Crime****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students will be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem. FA

**CCT 112 Ethics & High Technology****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value systems and apply ethical considerations in identifiable cyber crime investigations. SP

**CCT 121 Computer Crime Investigation****3 2 0 4**

Prerequisites: None

Corequisites: None

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution. SP

**CCT 231 Technology Crimes & Law****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws. FA



<b>CCT 289</b>	<b>Capstone Project</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
Prerequisites: CCT 231 or CCT 220					
Corequisites: None					
This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with business or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs. SP					
<b>CET 150</b>	<b>Computer Forensics I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media. FA					
<b>CET 250</b>	<b>Computer Forensics II</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion, students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks. SP					
<b>CHI 111</b>	<b>Elementary Chinese I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores					
Corequisites: None					
This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. This course is inherently global/diverse in content. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA</i>					
<b>CHI 112</b>	<b>Elementary Chinese II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: CHI 111					
Corequisites: None					
This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate further cultural awareness. This course is inherently global/diverse in content. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP</i>					
<b>CHM 131</b>	<b>Introduction to Chemistry</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040; or appropriate CPT scores					
Corequisites: CHM 131A					
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students					

should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA

**CHM 131A Introduction to Chemistry Lab** 0 3 0 1

Prerequisites: None

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA

**CHM 132 Organic and Biochemistry** 3 3 0 4

Prerequisites: CHM 131 and CHM 131A or CHM 151

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* SP

**CHM 151 General Chemistry I** 3 3 0 4

Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040; or appropriate CPT scores

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* FA,SP

**CHM 152 General Chemistry II** 3 3 0 4

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* SP

**CHM 251 Organic Chemistry I** 3 3 0 4

Prerequisites: CHM 152

Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkylhalides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

## CHM 252      Organic Chemistry II

3 3 0 4

Prerequisites: CHM 251

Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

## CIS 110 Introduction to Computers

2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).* FA, SP, SU

## CIS 115 Introduction to Programming &amp; Logic

2 3 0 3

Prerequisites: MAT 121 or MAT 171; or

DMA 010, DMA 020, DMA 030 and DMA 040; or appropriate CPT scores

Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).* FA, SP

**CJC 100      Basic Law Enforcement Training**

10      30      0      20

Prerequisites: None

Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course. FA, SP

## CJC 111 Introduction to Criminal Justice

3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP



**CJC 112      Criminology****3      0      0      3**

Prerequisites: None

Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. FA

**CJC 113      Juvenile Justice****3      0      0      3**

Prerequisites: None

Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. FA

**CJC 121      Law Enforcement Operations****3      0      0      3**

Prerequisites: None

Corequisites: None

The course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**CJC 131      Criminal Law****3      0      0      3**

Prerequisites: None

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. FA

**CJC 132      Court Procedure & Evidence****3      0      0      3**

Prerequisites: None

Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. FA

**CJC 141      Corrections****3      0      0      3**

Prerequisites: None

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

<b>CJC 151</b>	<b>Introduction to Loss Prevention</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention. FA					
<b>CJC 212</b>	<b>Ethics &amp; Community Relations</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DRE 098 or appropriate CPT scores					
Corequisites: None					
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. SP					
<b>CJC 213</b>	<b>Substance Abuse</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DRE 098 or appropriate CPT scores					
Corequisites: None					
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. SP					
<b>CJC 214</b>	<b>Victimology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DRE 098 or appropriate CPT scores					
Corequisites: None					
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. SP					
<b>CJC 215</b>	<b>Organization &amp; Administration</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DRE 098 or appropriate CPT scores					
Corequisites: None					
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. SP					
<b>CJC 221</b>	<b>Investigative Principles</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Prerequisites: None					
Corequisites: None					
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. FA					
<b>CJC 222</b>	<b>Criminalistics</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DRE 098 or appropriate CPT scores					
Corequisites: None					
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. SP					



## CJC 223      Organized Crime

3 0 0 3

Prerequisites: DRE 098 or appropriate CPT scores

Corequisites: None

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system. SP

## CJC 231 Constitutional Law

3 0 0 3

Prerequisites: DRE 098 or appropriate CPT scores

Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. SP

## CJC 232 Civil Liability

3 0 0 3

Prerequisites: DRE 098 or appropriate CPT scores

Corequisites: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. SP

**COM 110**      **Introduction to Communication**

3 0 0 3

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication.*

## COM 120 Introduction to Interpersonal Communication

3 0 0 3

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication.* FA, SP

## COM 140 Introduction to Intercultural Communication

3 0 0 3

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

<b>CTS 120</b>	<b>Hardware/Software Support</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. SP					
<b>CTS 125</b>	<b>Presentation Graphics</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. SP					
<b>CTS 130</b>	<b>Spreadsheet</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. FA, SP					
<b>CTS 155</b>	<b>Tech Support Functions</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. SP					
<b>CTS 285</b>	<b>Systems Analysis &amp; Design</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques. FA					
<b>CTS 288</b>	<b>Professional Practices in IT</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides students with the business skills needed for success in the information technology field. Topics include portfolio development, resume design, interviewing techniques and professional practices. Upon completion, students should be able to prepare themselves and their work for a career in the information technology field. SP					
<b>CTS 289</b>	<b>System Support Project</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
Prerequisites: CTI 110, CTI 120, and CTS 115					
Corequisites: None					
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation. SP					

2 0 0 2

Corequisites: None

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. FA, SP

3 0 0 3

Corequisites: None

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management exercise, nutritional adaptation analysis of recipes/menus, health cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

2 0 0 2

Corequisites: None

This course is designed to cover the practical skills and knowledge necessary to effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages. FA

2 6 0 5

Corequisites: CUL 110

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

1 4 0 3

Corequisites: CUL 110

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. FA

1 4 0 3

Corequisites: CUL 110

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology. FA



**CUL 240 Culinary Skills II 1 8 0 5**

Prerequisites: CUL 110 and CUL 140 or  
CUL 110, CUL 142, and CUL 170

Corequisites: None

This course is designed to further student knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. SP

**CUL 245 Contemporary Cuisines 1 8 0 5**

Prerequisites: CUL 110 and CUL 140

Corequisites: None

This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines. SP

**CUL 260 Baking II 1 4 0 3**

Prerequisites: CUL 110 and CUL 160

Corequisites: None

This course is a continuation of CUL 160. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills. FA

**CUL 270 Garde Manger II 1 4 0 3**

Prerequisites: CUL 110, CUL 140, and CUL 170

Corequisites: None

This course is designed to further students knowledge in basic cold food preparation techniques and pantry production. Topics include pates, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces. SP

**CVS 160 CVS Clinical Ed I 0 4 9 5**

Prerequisites: Enrollment in Cardiovascular Sonography Program

Corequisites: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**CVS 163 Echo I 3 2 0 4**

Prerequisites: Enrollment in Cardiovascular Sonography Program

Corequisites: None

This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.

**CVS 164 Echo II 3 2 0 4**

Prerequisites: CVS 163, Enrollment in Cardiovascular Sonography Program

Corequisites: None

This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.



This course provides an introduction to the field of cardiovascular sonography. Topics include applications, sonographic terminology, basic anatomy of the heart and vascular system, and basic scanning skills. Upon completion, students should be able to recognize anatomy of the heart and vascular system and be able to perform preliminary scanning techniques.

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

This course provides an overview of cardiovascular topics in preparation to certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to sit for the registry examinations.

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. FA

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports. SP

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. FA

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. SP

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing. FA

**DMA 010 Operations With Integers****.75 .50 0 1**

Prerequisites: None

Corequisites: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

**DMA 020 Fractions and Decimals****.75 .50 0 1**

Prerequisites: DMA 010

Corequisites: None

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

**DMA 030 Proportion/Ratio/Rate/Percent****.75 .50 0 1**

Prerequisites: DMA 010 and DMA 020

Corequisites: None

This course provides a conceptual study of problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

**DMA 040 Expressions/Linear Equations/Inequalities****.75 .50 0 1**

Prerequisites: DMA 010, DMA 020, and DMA 030

Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

**DMA 050 Graphs/Equations of Lines****.75 .50 0 1**

Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

**DMA 060 Polynomial/Quadratic Applications****.75 .50 0 1**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050;

Corequisites: None

This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion students should be able to find algebraic solutions to contextual problems with quadratic applications.

**DMA 070 Rational Express/Equation****.75 .50 0 1**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060

Corequisites: None

This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

.75      .50      0      1

1

75 50 0 1

1

1.5      1      0      2

2

1

3 0 0 3

3

3 0 0 3

3

3 0 0 3

3

**DRE 096 Integrated Reading and Writing 2.5 1 0 3**

Prerequisites: None

Corequisites: None

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.

**DRE 097 Integrated Reading and Writing II 2.5 1 0 3**

Prerequisites: DRE 096

Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence.

**DRE 098 Integrated Reading and Writing III 2.5 1 0 3**

Prerequisites: DRE 097

Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in a Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

**DRE 099 Integrated Reading and Writing III 2 0 0 2**

Prerequisites: DRE 097

Corequisites: ENG 111

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. FA, SP

**ECM 210 Introduction to Electronic Commerce 2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working Electronic Commerce Internet web site. SP

**ECO 251 Principles of Microeconomics 3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order



to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

**ECO 252 Principles of Macroeconomics 3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

**EDU 119 Introduction to Early Childhood Education 4 0 0 4**

Prerequisites: None

Corequisites: None

This course covers the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentionally developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans. FA

**EDU 131 Child, Family, & Community 3 0 0 3**

Prerequisites: None

Corequisites: DRE 097

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. SP

**EDU 144 Child Development I 3 0 0 3**

Prerequisites: None

Corequisites: DRE 097

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA



**EDU 145 Child Development II****3 0 0 3**

Prerequisites: None

Corequisites: DRE 097

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

**EDU 146 Child Guidance****3 0 0 3**

Prerequisites: None

Corequisites: DRE 097

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. FA

**EDU 151 Creative Activities****3 0 0 3**

Prerequisites: None

Corequisites: DRE 097

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. SP

**EDU 153 Health, Safety, & Nutrition****3 0 0 3**

Prerequisites: None

Corequisites: DRE 097

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. SP

**EDU 154 Social/Emotional/Behavioral Development****3 0 0 3**

Prerequisites: EDU 144 and EDU 145

Corequisites: DRE 097

This course covers the emotional/social development of children and the causes, expressions, prevention, and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral support. FA



describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

## EDU 234      Infants, Toddlers, and Twos

3 0 0 3

Prerequisites: EDU-119

Corequisites: DRE 098

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. SP

## EDU 250 Teacher Licensure Preparation

3 0 0 3

Prerequisites: None

Corequisites: ENG 111 and  
MAT 143 or  
MAT 152 or  
MAT 171

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. SP

## EDU 251 Exploration Activities

3 0 0 3

Prerequisites: None

Corequisites: DRE 098

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children. SP

## EDU 259 Curriculum Planning

3 0 0 3

Prerequisites: EDU 119

Corequisites: DRE 098

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. SP



**EDU 261 Early Childhood Administration I 3 0 0 3**

Prerequisites: None

Corequisites: DRE 098 and EDU 119

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. SP

**EDU 262 Early Childhood Administration II 3 0 0 3**

Prerequisites: DRE 098, EDU 119, and EDU 261

Corequisites: None

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. SP

**EDU 271 Educational Technology 2 2 0 3**

Prerequisites: None

Corequisites: DRE 098

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology. SP

**EDU 275 Effective Teacher Training 2 0 0 2**

Prerequisites: None

Corequisites: DRE 098

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task. FA

**EDU 280 Language & Literacy Experiences 3 0 0 3**

Prerequisites: None

Corequisites: DRE 098

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. FA

**EDU 284 Early Child Capstone Practicum 1 9 0 4**

Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151, or  
EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151, or  
EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151, or  
EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151

Corequisites: DRE 098

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children;

supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. SP

## EGR 150 Introduction to Engineering

1      2      0      2

Prerequisites: None

Corequisites: None

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

## EGR 251 Statics

2 2 0 3

Prerequisites: None

Corequisites: None

This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures. FA

## EGR 252      Strength of Materials

2            2            0            3

Prerequisites: EGR 251

Corequisites: None

This course covers the principles and concepts of stress and analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components. SP

ELC 111      Intro to Electricity

2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance), components (resistors, inductors, and capacitors), power, and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment. FA

**ELC 112      DC/AC Electricity**

3 6 0 5

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. FA

**ELC 113 Residential Wiring**

2            6            0            4

Prerequisites: None

Corequisites: None

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. EA



<b>ELC 115</b>	<b>Industrial Wiring</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
Prerequisites: None					
Corequisites: None					
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. SP					
<b>ELC 117</b>	<b>Motors and Controls</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. SP					
<b>ELC 118</b>	<b>National Electrical Code</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. SP					
<b>ELC 128</b>	<b>Introduction to PLC</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs. SP					
<b>ELC 213</b>	<b>Instrumentation</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Prerequisites: None					
Corequisites: None					
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation. SP					
<b>ELC 215</b>	<b>Electrical Maintenance</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities. SP					
<b>ELC 220</b>	<b>Photovoltaic Systems Tech</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications. SP					

**ELN 131      Analog Electronics I****3          3          0          4**

Prerequisites: None

Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment. FA

**ELN 132      Analog Electronics II****3          3          0          4**

Prerequisites: None

Corequisites: None

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment. SP

**ELN 133      Digital Electronics****3          3          0          4**

Prerequisites: None

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. FA

**ELN 231      Industrial Controls****2          3          0          3**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. SP

**EMS 110      EMT****6          6          0          8**

Prerequisites: Enrollment in Emergency Medical Science program

Corequisites: None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

**EMS 122      EMS Clinical Practicum I****0          0          3          1**

Prerequisites: EMS 110, Enrollment in Emergency Medical Science program

Corequisites: EMS 130

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

**EMS 125      EMS Instructor Methodology****1          2          0          2**

Prerequisites: Enrollment in Emergency Medical Science program

Corequisites: None

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology. SP

3 3 0 4

Corequisites: EMS 122

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

1            2            0            2

Corequisites: None

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

1 3 0 2

Corequisites: None

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

2 3 0 3

Corequisites: None

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

## 0 0 6 2

Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

0 0 9 3

Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

2 0 0 2

Corequisites: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. SP





<b>EMS 285</b>	<b>EMS Capstone</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: EMS 220, EMS 250, and EMS 260, Enrollment in Emergency Medical Science program					
Corequisites: None					
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.					
<b>ENG 111</b>	<b>Writing and Inquiry</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: DRE 098; or appropriate CPT scores					
Corequisites: None					
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. <i>This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.</i> FA, SP, SU					
<b>ENG 112</b>	<b>Writing/Research in the Disciplines</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 111					
Corequisites: None					
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. <i>This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.</i> FA, SP, SU					
<b>ENG 113</b>	<b>Literature-Based Research</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 111					
Corequisites: None					
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. <i>This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.</i> FA, SP					
<b>ENG 114</b>	<b>Professional Research &amp; Reporting</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 111					
Corequisites: None					
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. <i>This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.</i> FA, SP					



**ENG 125 Creative Writing I 3 0 0 3**

Prerequisites: ENG 111

Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

**ENG 231 American Literature I 3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA, SU

**ENG 232 American Literature II 3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* SP

**ENG 241 British Literature I 3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA

**ENG 242 British Literature II 3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* SP

**ENG 243 Major British Writers****3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

**ENG 261 World Literature I****3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**ENG 262 World Literature II****3 0 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

**ETR 220 Innovation and Creativity****3 0 0 3**

Prerequisites: None

Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place. SP

**ETR 230 Entrepreneur Marketing****3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the techniques to correctly research and define the target market to increase sales for start-up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start-up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources. FA

**ETR 270 Entrepreneurship Issues****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business. FA



3 0 0 3

Corequisites: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

2 2 0 3

Corequisites: None

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. FA

3 0 0 3

Corequisites: None

This course covers the history of graphic design and visual communications. Topics include major trends, developments, influences, and directions. Upon completion, students should be able to understand, recognize, and analyze important historical and worldwide cultural influences found in today's marketing of ideas and products. FA

1            3            0            2

Corequisites: None

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. FA

1 3 0 2

Corequisites: None

This course is a continuation of GRD 121. Emphasis is placed on applying a unique style/approach to drawing from life situations and may include rendering human figures in action and repose. Upon completion, students should be able to show drawing competence and proficiency. SP

1 3 0 2

Corequisites: None

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork. SP

2 4 0 4

Corequisites: None

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. FA



<b>GRD 142</b>	<b>Graphic Design II</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
Prerequisites: ART 121 or GRD 141 or DES 135					
Corequisites: None					
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. SP					
<b>GRD 151</b>	<b>Computer Design Basics</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool. FA					
<b>GRD 152</b>	<b>Computer Design Techniques I</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
Prerequisites: GRD 151					
Corequisites: None					
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work. SP					
<b>GRD 167</b>	<b>Photographic Imaging I</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality. FA					
<b>GRD 241</b>	<b>Graphic Design III</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
Prerequisites: GRD 142 or DES 136					
Corequisites: None					
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. FA					
<b>GRD 265</b>	<b>Digital Print Production</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
Prerequisites: GRD 151 or GRA 151					
Corequisites: None					
This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions. SP					
<b>GRD 271</b>	<b>Multimedia Design I</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: GRD 151 or GRA 151					
Corequisites: None					
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audio video, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations. SP					



1                      3                      0                      2

Corequisites: None

This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery. SP

1 3 0 2

Corequisites: None

This course introduces the concepts and development of animation. Emphasis is placed on theory, storyboarding, narration, sequence implementation, appropriate software usage, and audio visual manipulation. Upon completion, students should be able to successfully complete computer-generated animated sequences. SP

2 4 0 4

Corequisites: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. SP

1 3 0 2

Corequisites: None

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to produce advertising for various media and demonstrate an understanding of the complexities and relationships involved in advertising design. SP

1 2 0 2

Corequisites: None

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships. FA

3 0 0 3

Corequisites: None

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects. SP

2 0 0 2

Corequisites: None

This course covers the development of state and federal policies, programs, and services for an aging population as a result of demographic shifts. Topics include initial federal programs addressing aging issues, emerging challenges and trends, the role of needs assessment and outcome measures that shape policies, and contemporary issues. Upon completion, students should be able to articulate about initial federal programs, assess emerging challenges and trends, demonstrate the value of needs assessments, and identify contemporary issues. SP

**HEA 110      Personal Health/Wellness****3      0      0      3**

Prerequisites: None

Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

**HIS 111      World Civilizations I****3      0      0      3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**HIS 112      World Civilizations II****3      0      0      3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

**HIS 115      Intro to Global History****3      0      0      3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

**HIS 131      American History I****3      0      0      3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. FA*

3 0 0 3

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.* SP

3 0 0 3

Corequisites: None

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

3 0 0 3

Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

3 0 0 3

Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

2                  6                  0                  4

Corequisites: None

This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient, and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology, and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes. FA

**HIT 214 CPT/Other Coding Systems****1 3 0 2**

Prerequisites: HIT 211

Corequisites: None

This course covers application of principles and guidelines of CPT/HCPSC coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPSC codes. SP

**HRM 220 Cost Control-Food & Beverage****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food beverage, and labor cost control systems for operational troubleshooting and problem solving. SP

**HRM 225 Beverage Management****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the management of beverages served in hospitality operations. Topics include history and trends; service, procurement and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages; coffees; and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation. FA

**HRM 245 Human Resource Mgmt-Hosp****3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry. FA

**HSE 110 Introduction to Human Services****2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. FA

**HSE 112 Group Process I****1 2 0 2**

Prerequisites: Enrollment in the HSE program or CTE Pathway

Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. FA

**HSE 123 Interviewing Techniques****2 2 0 3**

Prerequisites: None

Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. SP







*has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course is inherently global/diverse in content. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SU*

**HUM 130 Myth in Human Culture 3 0 0 3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA, SP*

**HUM 160 Introduction to Film 2 2 0 3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

**HUM 211 Humanities I 3 0 0 3**

Prerequisites: ENG 111

Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

**HUM 212 Humanities II 3 0 0 3**

Prerequisites: ENG 111

Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

**HYD 110 Hydraulics/Pneumatics I 2 3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. SP

**HYD 121      Hydraulics/Pneumatics II****1            3            0            2**

Prerequisites: HYD 110

Corequisites: None

This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, operation, and maintenance of fluid power components and systems. SP

**HYD 210      Advanced Hydraulics****1            3            0            2**

Prerequisites: HYD 110, HYD 111, or HYD 112

Corequisites: None

This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of hydraulic components and systems. SP

**ISC 112      Industrial Safety****2            0            0            2**

Prerequisites: None

Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. SP

**ISC 132      Mfg Quality Control****2            3            0            3**

Prerequisites: None

Corequisites: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. SP

**JOU 110      Intro to Journalism****3            0            0            3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

**LEX 110      Introduction to Paralegal Study****2            0            0            2**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology, and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. FA

**LEX 120      Legal Research/Writing I****2            2            0            3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. FA

## LEX 130 Civil Injuries

3 0 0 3

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. SP

## LEX 140 Civil Litigation I

3 0 0 3

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. FA

## LEX 141 Civil Litigation II

2 2 0 3

Prerequisites: LEX 140

Corequisites: None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.SP

## LEX 150 Commercial Law I

2 2 0 3

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. FA

LEX 210 Real Property I

3 0 0 3

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

**Corequisites:** None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. FA

## LEX 211 Real Property II

1 4 0 3

Prerequisites: LEX 210

Corequisites: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation. SP

## LEX 220 Corporate Law

2 0 0 2

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required. SP

## LEX 240 Family Law

3 0 0 3

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. FA

## LEX 250 Wills, Estates, &amp; Trusts

2 2 0 3

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. SP

## LEX 280 Ethics &amp; Professionalism

2 0 0 2

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law. SP

## MAC 111 Machining Technology I

2 12 0 6

Prerequisites: None

Corequisites: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. FA

**MAC 112      Machining Technology II**

2      12      0      6

Prerequisites: None

Corequisites: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring layout, drilling, sawing, turning, and milling. SP

## MAC 113      Machining Technology III

2 12 0 6

Prerequisites: None

Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. SP

## MAC 114 Introduction to Metrology

2 0 0 2

Prerequisites: None

Corequisites: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. FA



**MAC 121 Introduction to CNC****2 0 0 2**

Prerequisites: None

Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. FA

**MAC 122 CNC Turning****1 3 0 2**

Prerequisites: None

Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. SP

**MAC 124 CNC Milling****1 3 0 2**

Prerequisites: None

Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. SP

**MAC 132 Blueprint Reading/Mach II****1 2 0 2**

Prerequisites: None

Corequisites: None

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, application of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints. SP

**MAC 151 Machining Calculations****1 2 0 2**

Prerequisites: None

Corequisites: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. FA

**MAC 152 Adv Machining Calculations****1 2 0 2**

Prerequisites: None

Corequisites: None

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. SP

**MAC 241 Jigs & Fixtures I****2 6 0 4**

Prerequisites: None

Corequisites: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures. FA

**MAC 243 Die Making I****2 6 0 4**

Prerequisites: None

Corequisites: None

This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies. SP



**MAC 245 Mold Construction I****2 6 0 4**

Prerequisites: None

Corequisites: None

This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds. SP

**MAT 001P Math Skills Support****0 2 0 1**

Prerequisites: None

Corequisites: MAT 171 Prerequisites:

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the corequisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's corequisite math course. SP

**MAT 001Q Math Skills Support****0 2 0 1**

Prerequisites: None

Corequisites: MAT 143

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the corequisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's corequisite math course. SP

**MAT 001S Math Skills Support****0 2 0 1**

Prerequisites: None

Corequisites: MAT 152

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the corequisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's corequisite math course. SP

**MAT 143 Quantitative Literacy****2 2 0 3**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098;  
or appropriate CPT scores;

Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*



solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

**MAT 272      Calculus II** **3          2          0          4**

Prerequisites: MAT 271

Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with or without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. SP*

**MAT 273      Calculus III** **3          2          0          4**

Prerequisites: MAT 272

Corequisites: None

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and the line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. FA*

**MAT 280      Linear Algebra** **2          2          0          3**

Prerequisites: MAT 271

Corequisites: None

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, system of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

**MAT 285      Differential Equations** **2          2          0          3**

Prerequisites: MAT 272

Corequisites: None

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

**MEC 130      Mechanisms** **2          2          0          3**

Prerequisites: None

Corequisites: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems. SP



<b>MEC 142</b>	<b>Physical Metallurgy</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials. SP					
<b>MEC 145</b>	<b>Manufacturing Materials I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations. FA					
<b>MEC 151</b>	<b>Mechanical Manufacturing Systems</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servo-motors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems. SP					
<b>MEC 180</b>	<b>Engineering Materials</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. FA					
<b>MEC 260</b>	<b>Fundamentals of Machine Design</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental principles of machine design. Topics include simple analysis of forces, moments, stresses, strains, friction, kinematics, and other considerations for designing machine elements. Upon completion, students should be able to analyze machine components and make component selections from manufacturers' catalogs. SP					
<b>MED 110</b>	<b>Orientation to Medical Assisting</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisites: DRE 098; or appropriate CPT scores					
Corequisites: None					
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. FA, SP					
<b>MED 118</b>	<b>Medical Law and Ethics</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: DRE 098; or appropriate CPT scores					
Corequisites: None					
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.					

**MED 121 Medical Terminology I 3 0 0 3**

Prerequisites: DRE 098; or appropriate CPT scores

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. FA, SP, SU

**MED 122 Medical Terminology II 3 0 0 3**

Prerequisites: MED 121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. FA, SP, SU

**MED 130 Administrative Office Procedures I 1 2 0 2**

Prerequisites: DRE 098; or appropriate CPT scores

Corequisites: None

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. FA, SP

**MED 131 Administrative Office Procedures II 1 2 0 2**

Prerequisites: MED 130

Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. FA, SP

**MED 136 Preventive Health 2 0 0 2**

Prerequisites: Enrollment in the Medical Assisting program

Corequisites: None

This course provides information on public school and community health issues at all levels and preventive measures for prevalent diseases in the schools. Topics include healthy lifestyles, disease prevention, child psychology, and holistic health. Upon completion, students should be able to present information to all age levels concerning health issues, disease prevention, and attainment of health lifestyles.

**MED 138 Infection/Hazard Control 2 0 0 2**

Prerequisites: Enrollment in the Medical Assisting program

Corequisites: None

This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to Microbiology, Practical Infection Control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Technique, infectious diseases, and applicable North Carolina laws. Upon completion, students should be able to demonstrate an understanding in infectious diseases, disease transmission, infection control procedures, biohazard management, OSH standards and applicable North Carolina Laws.

**MED 140 Examination Room Procedures I 3 4 0 5**

Prerequisites: Enrollment in the Medical Assisting program

Corequisites: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. SP



<b>MED 150</b>	<b>Laboratory Procedures I</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>
Prerequisites: Enrollment in Medical Assisting or MLA programs					
Corequisites: None					
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. FA, SP					
<b>MED 230</b>	<b>Admin Office Procedures III</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisites: MED 131; Enrollment in the Medical Assisting program					
Corequisites: None					
This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.					
<b>MED 260</b>	<b>MED Clinical Practicum</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>
Prerequisites: Enrollment in the Medical Assisting program; and MED 131, MED 140, and MED 150					
Corequisites: None					
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. SU					
<b>MED 264</b>	<b>Medical Assisting Overview</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: Enrollment in the MA program, or graduate of a CAAHEP accredited program, or MA recertifying;					
Corequisites: None					
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. FA					
<b>MED 270</b>	<b>Symptomatology</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: Enrollment in the Medical Assisting program, and MED 121					
Corequisites: None					
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate action.					
<b>MED 272</b>	<b>Drug Therapy</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: MED 140, Enrollment in the Medical Assisting program					
Corequisites: None					
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. SP					
<b>MKT 120</b>	<b>Principles of Marketing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making. FA					

<b>MNT 110</b>	<b>Intro to Maint Procedures</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards. FA					
<b>MNT 111</b>	<b>Maintenance Practices</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides in-depth theory and practical applications, relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods. FA					
<b>MSK 110</b>	<b>Musculoskeletal Sonography I</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>
Prerequisites: Enrollment in MSK Program					
Corequisites: None					
This course introduces musculoskeletal (MSK) sonography. Emphasis is placed on the sonographic anatomy of the upper and lower extremities with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic MSK images and correlate with normal anatomical structures.					
<b>MSK 111</b>	<b>Musculoskeletal Sonography II</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>
Prerequisites: Enrollment in MSK Program					
Corequisites: MSK 110					
This course covers musculoskeletal (MSK) pathology recognizable on sonograms. Emphasis is placed on abnormal MSK sonograms with correlated sonographic cases. Upon completion, students should be able to recognize pathological processes seen in sonographic examinations.					
<b>MSK 112</b>	<b>Musculoskeletal Sonography III</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: Enrollment in MSK Program					
Corequisites: MSK 110					
This course provides additional musculoskeletal (MSK) sonography applications which may include pediatrics and interventional studies. Emphasis is placed on interventional and pediatric applications. Upon completion, students should be able to recognize and acquire MSK images used in interventional and pediatric applications.					
<b>MSK 189</b>	<b>Musculoskeletal Topics</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisites: Enrollment in MSK Program					
Corequisites: MSK 110					
This course provides an overview of musculoskeletal (MSK) sonography. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate comprehensive knowledge of musculoskeletal sonography and may be eligible to take the American Registry of Diagnostic Medical Sonography MSK registry exam.					
<b>MUS 110</b>	<b>Music Appreciation</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: ENG 080 and RED 080; or DRE 098; or appropriate CPT scores					
Corequisites: None					
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. <i>This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.</i> FA, SP					

**MUS 112 Introduction to Jazz 3 0 0 3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA

**NAS 101 Nurse Aide I 3 4 3 6**

Prerequisites: Enrollment in Nurse Aide program

Corequisites: None

This course includes basic nursing skills required to provide safe, competent, personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

**NAS 102 Nurse Aide II 3 2 6 6**

Prerequisites: NAS 101, Enrollment in Nurse Aide program

Corequisites: None

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

**NAS 107 Medication Aide 0 2 0 1**

Prerequisites: Enrollment in Nurse Aide program

Corequisites: None

This course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and installation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to demonstrate skills necessary to qualify as a Medication Aide with the North Carolina Nurse Aide Registry.

**NET 225 Routing and Switching I 1 4 0 3**

Prerequisites: None

Corequisites: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. FA

**NET 226 Routing and Switching II 1 4 0 3**

Prerequisites: None

Corequisites: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol. SP

<b>NOS 110</b>	<b>Operating System Concepts</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
The course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion, students will have an understanding of OS concepts, installation, management, and maintenance, using a variety of operating systems. FA					
<b>NOS 120</b>	<b>Linux/UNIX Single User</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. FA					
<b>NOS 130</b>	<b>Windows Single User</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. SP					
<b>NOS 230</b>	<b>Windows Administration I</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. SP					
<b>NUR 101</b>	<b>Practical Nursing I</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>11</b>
Prerequisites: Enrollment in the PN program					
Corequisites: BIO 163					
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. FA					
<b>NUR 102</b>	<b>Practical Nursing II</b>	<b>7</b>	<b>0</b>	<b>9</b>	<b>10</b>
Prerequisites: NUR 101, Enrollment in the PN program					
Corequisites: ENG 111					
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. SP					



<b>NUR 103</b>	<b>Practical Nursing III</b>	<b>6</b>	<b>0</b>	<b>9</b>	<b>9</b>
Prerequisites: NUR 101, Enrollment in the PN program					
Corequisites: NUR 102, ENG 111					
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. SU					
<b>NUR 103AB</b>	<b>Practical Nursing III (Part one)</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>NUR 103BB</b>	<b>Practical Nursing III (Part two)</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>6</b>
<b>NUR 107</b>	<b>LPN Refresher</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>12</b>
Prerequisites: Enrollment in the LPN Refresher Certificate program					
Corequisites: None					
This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. FA, SP					
<b>NUR 111</b>	<b>Introduction to Health Concepts</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>8</b>
Prerequisites: Enrollment in the ADN program					
Corequisites: None					
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. FA					
<b>NUR 112</b>	<b>Health-Illness Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
Prerequisites: NUR 111, Enrollment in the ADN program					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. SP					
<b>NUR 113</b>	<b>Family Health Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
Prerequisites: NUR 111, Enrollment in the ADN program					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. FA					
<b>NUR 114</b>	<b>Holistic Health Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
Prerequisites: NUR 111, Enrollment in the ADN program					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. FA					



<b>NUR 211</b>	<b>Health Care Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
Prerequisites: NUR 111, Enrollment in the ADN program					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. SP					
<b>NUR 212</b>	<b>Health System Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
Prerequisites: NUR 111, Enrollment in the ADN program					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. SU					
<b>NUR 212AB</b>	<b>Health System Concepts</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>NUR 212BB</b>	<b>Health System Concepts</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>
<b>NUR 213</b>	<b>Complex Health Concepts</b>	<b>4</b>	<b>3</b>	<b>15</b>	<b>10</b>
Prerequisites: NUR 111, Enrollment in the ADN program					
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212					
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care. SP					
<b>OST 131</b>	<b>Keyboarding</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. FA, SP					
<b>OST 134</b>	<b>Text Entry &amp; Formatting</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: OST 131					
Corequisites: None					
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. FA, SP					
<b>OST 136</b>	<b>Word Processing</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. SP					

<b>OST 148</b>	<b>Medical Coding Billing &amp; Insurance</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third-party payers, coding concepts, and forms preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. FA					
<b>OST 149</b>	<b>Medical Legal Issues</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. FA, SP					
<b>OST 164</b>	<b>Office Editing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. FA					
<b>OST 184</b>	<b>Records Management</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. FA					
<b>OST 236</b>	<b>Advanced Word Processing</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: OST 136					
Corequisites: None					
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. FA, SP					
<b>OST 243</b>	<b>Medical Office Simulation</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: OST 148					
Corequisites: None					
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. SP					
<b>OST 247</b>	<b>Procedure Coding</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: MED 121 or OST 141					
Corequisites: None					
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. FA					
<b>OST 248</b>	<b>Diagnostic Coding</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: MED 121 or OST 141					
Corequisites: None					
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding systems. Upon completion, students should be able to properly code diagnoses in a medical facility. FA					

<b>OST 249</b>	<b>Medical Coding Certification Prep</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisites: OST 247 and OST 248					
Corequisites: None					
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams. SP					
<b>OST 250</b>	<b>Long-Term Care Coding</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: MED 121 or OST 141					
Corequisites: None					
This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services. SP					
<b>OST 260</b>	<b>Advanced Coding Methodologies</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: OST 247 and OST 248					
Corequisites: None					
This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility. SP					
<b>OST 281</b>	<b>Emerging Issues in Med Ofc</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments. FA					
<b>OST 286</b>	<b>Professional Development</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. FA					
<b>OST 288</b>	<b>Medical Office Admin Capstone</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: OST 148 and OST 243					
Corequisites: None					
This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office. SP					
<b>PED 110</b>	<b>Fit and Well for Life</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisites: None					
Corequisites: None					
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i> FA, SP					

**PED 111      Physical Fitness I****0          3          0          1**

Prerequisites: None

Corequisites: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

**PED 113      Aerobics I****0          3          0          1**

Prerequisites: None

Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

**PED 121      Walk, Jog, Run****0          3          0          1**

Prerequisites: None

Corequisites: None

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**PED 122      Yoga I****0          2          0          1**

Prerequisites: None

Corequisites: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**PED 142      Lifetime Sports****0          2          0          1**

Prerequisites: None

Corequisites: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

**PED 186      Dancing For Fitness****0          2          0          1**

Prerequisites: None

Corequisites: None

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*



0 2 0 1

Corequisites: None

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

3 0 0 3

Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and officially evaluate the philosophical components of an issue. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

3 0 0 3

Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

3 0 0 3

Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

3 0 0 3

Corequisites: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP



**PHY 110A      Conceptual Physics Lab****0            2            0            1**

Prerequisites: None

Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

**PHY 151      College Physics I****3            2            0            4**

Prerequisites: MAT 171

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* FA

**PHY 152      College Physics II****3            2            0            4**

Prerequisites: PHY 151

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* SP

**PHY 251      General Physics I****3            3            0            4**

Prerequisites: MAT 271

Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* SP

**PHY 252      General Physics II****3            3            0            4**

Prerequisites: MAT 272 and PHY 251

Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* FA

**POL 120 American Government 3 0 0 3**

Prerequisites: ENG 080 and RED 080; or DRE 098; or appropriate CPT scores

Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

**POL 210 Comparative Government 3 0 0 3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* FA, SP

**POL 220 International Relations 3 0 0 3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* SP

**PSY 150 General Psychology 3 0 0 3**

Prerequisites: DRE 098; or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**PSY 241 Developmental Psychology 3 0 0 3**

Prerequisites: PSY 150

Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

**PSY 281      Abnormal Psychology****3      0      0      3**

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* SP

**REL 110      World Religions****3      0      0      3**

Prerequisites: ENG 080 and RED 080; or DRE 098; or appropriate CPT scores

Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

**REL 211      Introduction to Old Testament****3      0      0      3**

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course is a survey of the literature of the Hebrews with readings for the law, prophets, and other writings. Emphasis is placed on the use of literacy, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

**REL 212      Introduction to New Testament****3      0      0      3**

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

**REL 221      Religion in America****3      0      0      3**

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

**RUS 111      Elementary Russian I****3      0      0      3**

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon



This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. FA

**SGD 112      SGD Design****2          3          0          3**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games. SP

**SOC 210      Introduction to Sociology****3          0          0          3**

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**SOC 213      Sociology of the Family****3          0          0          3**

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. SP*

**SOC 220      Social Problems****3          0          0          3**

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

**SOC 225      Social Diversity****3          0          0          3**

Prerequisites: DRE 098 or DRE 099; or appropriate CPT scores

Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. FA, SP*

**SON 110      Introduction to Sonography****1          3          3          3**

Prerequisites: Enrollment in the Medical or Cardiovascular Sonography program

Corequisites: None

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques. SU



<b>SON 111</b>	<b>Sonographic Physics</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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Prerequisites: Enrollment in Medical, Cardiovascular Sonography or Musculoskeletal Sonography program or graduate of accredited Medical Sonography program

Corequisites: None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. FA

<b>SON 111AB</b>	<b>Sonographic Physics (part one)</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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<b>SON 111BB</b>	<b>Sonographic Physics (part two)</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
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<b>SON 120</b>	<b>SON Clinical Education I</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>
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Prerequisites: SON 110, Enrollment in the Medical Sonography program

Corequisites: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. FA

<b>SON 121</b>	<b>SON Clinical Education II</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>
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Prerequisites: SON 120, Enrollment in the Medical Sonography program

Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. SP

<b>SON 130</b>	<b>Abdominal Sonography I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisites: Enrollment in the Medical Sonography program

Corequisites: None

This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images. FA

<b>SON 131</b>	<b>Abdominal Sonography II</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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Prerequisites: SON 130, Enrollment in the Medical Sonography program

Corequisites: None

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations. SP

<b>SON 140</b>	<b>Gynecological Sonography</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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Prerequisites: SON 110, Enrollment in the Medical Sonography program

Corequisites: None

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms. FA

<b>SON 220</b>	<b>SON Clinical Education III</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>8</b>
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Prerequisites: SON 121, Enrollment in the Medical Sonography program

Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. FA

<b>SON 220AB</b>	<b>SON Clinical Education III (part one)</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>
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<b>SON 220BB</b>	<b>SON Clinical Education III (part two)</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>6</b>
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**SON 221 SON Clinical Education IV 0 0 24 8**

Prerequisites: SON 220, Enrollment in the Medical Sonography program

Corequisites: None

This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. SP

**SON 225 Case Studies 0 3 0 1**

Prerequisites: SON 110 or CVS 163, Enrollment in the Medical Sonography program

Corequisites: None

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies. FA

**SON 241 Obstetrical Sonography I 2 0 0 2**

Prerequisites: SON 110, Enrollment in the Medical Sonography program

Corequisites: None

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications. SP

**SON 242 Obstetrical Sonography II 2 0 0 2**

Prerequisites: SON 241, Enrollment in the Medical Sonography program

Corequisites: None

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies. FA

**SON 250 Vascular Sonography 1 3 0 2**

Prerequisites: Enrollment in the Medical Sonography or Cardiovascular Sonography program or graduate of accredited Medical Sonography program

Corequisites: None

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system. SP

**SON 272 Advanced Pathology 0 3 0 1**

Prerequisites: SON 110, Enrollment in the Medical Sonography program

Corequisites: None

This course is designed to concentrate on complex pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present, and discuss system diseases presented on sonograms. SP.

**SON 276 Fetal Echocardiography 1 0 0 1**

Prerequisites: Enrollment in the Medical Sonography or Cardiovascular Sonography program or graduate of accredited Medical Sonography program

Corequisites: None

This course introduces the normal and abnormal development of the fetal heart with correlation to sonographic evaluation. Emphasis is placed on cardiac anatomy and physiology in the normal fetus as well as cardiac defects. Upon completion, students should be able to identify and evaluate normal and abnormal fetal cardiac structures. FA

2 0 0 2

Corequisites: None

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations. SP

3 0 0 3

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

3 0 0 3

Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

3 0 0 3

Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

3 0 0 3

Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

3 0 0 3

Corequisites: None

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations. SP

**TRN 110 Introduction to Transport Tech****1 2 0 2**

Prerequisites: None

Corequisites: None

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. FA

**TRN 120 Basic Transportation Electricity****4 3 0 5**

Prerequisites: None

Corequisites: None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. SP

**TRN 140 Transportation Climate Control****1 2 0 2**

Prerequisites: None

Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems. SP

**TRN 145 Adv Transp Electronics****2 3 0 3**

Prerequisites: TRN 120

Corequisites: None

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems. SP

**TRN 180 Basic Welding for Transportation****1 4 0 3**

Prerequisites: None

Corequisites: None

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard. SP

**WBL 110 World of Work****1 0 0 1**

Prerequisites: Enrollment in a curriculum program

Corequisites: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. FA, SP



<b>WBL 111</b>	<b>Work-Based Learning I</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>
Prerequisites: Enrollment in a curriculum program					
Corequisites: None					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. FA, SP					
<b>WBL 112</b>	<b>Work-Based Learning I</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>
Prerequisites: Enrollment in a curriculum program					
Corequisites: None					
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. FA, SP					
<b>WBL 115</b>	<b>Work-Based Learning Seminar I</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisites: None					
Corequisites: WBL 111					
This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their work-based learning experience. FA, SP					
<b>WBL 121</b>	<b>Work-Based Learning II</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>
Prerequisites: Enrollment in a curriculum program					
Corequisites: None					
This course provides work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. FA, SP					
<b>WBL 125</b>	<b>Work-Based Learning Seminar II</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisites: None					
Corequisites: WBL 121					
This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their work-based learning experience. FA, SP					
<b>WEB 110</b>	<b>Internet/Web Fundamentals</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. FA, SP					
<b>WEB 120</b>	<b>Introduction Internet Multimedia</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file-type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, student should be able to create internet multimedia presentations utilizing a variety of methods and applications. FA					
<b>WEB 140</b>	<b>Web Development Tools</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites: None					
Corequisites: None					
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets. FA					

**WEB 210      Web Design****2            2            0            3**

Prerequisites: None

Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. SP

**WEB 214      Social Media****2            2            0            3**

Prerequisites: None

Corequisites: None

This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools. SP

**WLD 110      Cutting Processes****1            3            0            2**

Prerequisites: None

Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. FA

**WLD 112      Basic Welding Processes****1            3            0            2**

Prerequisites: None

Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. SP

**WLD 115      SMAW (Stick) Plate****2            9            0            5**

Prerequisites: None

Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. FA

**WLD 116      SMAW (Stick) Plate/Pipe****1            9            0            4**

Prerequisites: WLD 115

Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. SP

**WLD 121      GMAW (MIG) FCAW/Plate****2            6            0            4**

Prerequisites: None

Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. FA

**WLD 122      GMAW (MIG) Plate Pipe****1          6          0          3**

Prerequisites: WLD 121

Corequisites: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry. SP

**WLD 131      GTAW (TIG) Plate****2          6          0          4**

Prerequisites: None

Corequisites: None

This course introduces the gas tungsten arc (TIC) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. FA

**WLD 132      GTAW (TIG) Plate/Pipe****1          6          0          3**

Prerequisites: WLD 131

Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. SP

**WLD 141      Symbols & Specifications****2          2          0          3**

Prerequisites: None

Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. FA

**WLD 151      Fabrication I****2          6          0          4**

Prerequisites: None

Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. SP

**WLD 212      Inert Gas Welding****1          3          0          2**

Prerequisites: None

Corequisites: None

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. SP

**WLD 261      Certification Practices****1          3          0          2**

Prerequisites: WLD 115, WLD 121, and WLD 131

Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. SU





# SHORT TERM AND CONTINUING EDUCATION

Short Term and Continuing Education offers to any adult, regardless of educational background, an opportunity to continue the lifelong learning process through a wide variety of programs designed to meet the needs and interests of the citizens of Anson and Union counties. With the world of knowledge constantly growing and yesterday's education so quickly becoming obsolete, continuing education is a must. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

Information about all courses may be found on the SPCC website, [www.spcc.edu](http://www.spcc.edu).

## Admission Requirements

SPCC's main purpose is to serve students who have graduated from high school, have obtained a high school equivalency diploma, or are beyond the compulsory age limit of the public high school. Therefore, admission is open for adults 18 years of age or older. However, students younger than 18 years of age may enroll under certain circumstances.

## Class Locations

Classes are held both on campus and off-campus, as well as online. Morning, afternoon, evening, and weekend classes are offered.

## Fees

- Fees vary with the type of course offered.
- Registration fees must be paid before the first class session.
- Books and supplies are not included in the registration fee.

## Refund Policy

Registration fee refunds are not issued except under the following conditions:

- If a student officially withdraws from a course prior to the first scheduled class meeting, a 100% refund is issued. Official forms to withdraw and request a refund are available at either of the Career Development and Continuing Education Department offices in Wadesboro or Monroe.
- A 75% refund of registration fees is granted if a student officially withdraws on the first day of the course or prior to or on the 10% point of the scheduled hours of the class section. This applies to all course sections except those that begin and end on the same day. Refunds are not issued after the start of a section that begins and ends on the same calendar day.
- A 100% refund will be issued for a class which is canceled because of insufficient enrollment.

## Enrollment

Typically, in order for most courses to be offered at a physical location, a minimum number of students must enroll. South Piedmont Community College reserves the right to cancel any course when an insufficient number of students enroll for that course.

## Grades

Generally, grades for Continuing Education courses are provided either "satisfactory" or "unsatisfactory" based on attendance (70%) and participation. Some courses require a minimum performance level as required for state or credentialing agencies. Information on specific program requirements and contact information for Program Coordinators can be found on the SPCC website, [www.spcc.edu](http://www.spcc.edu).

## Certificates

Certificates are awarded upon completion of certain courses when attendance requirements of the course have been met and satisfactory progress, in the best judgment of the instructor, has been demonstrated. Certificates of completion are issued by South Piedmont Community College, whereas credentials may be issued by other agencies and the State of North Carolina, when appropriate.

## INDUSTRIAL AND PROFESSIONAL CERTIFICATION COURSES

Through Community Education and Professional Development programs, South Piedmont Community College provides courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

**Notary Public** is a course that satisfies NC requirements to apply for a Notary Public Commission. Students must be 18 years of age and reside or be employed in North Carolina.

**Nurse Assistant (CNA) I and II** courses prepare students to work under the supervision of licensed healthcare professionals in performing nursing care and services for persons of all ages. Coursework emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Students that complete these courses may be eligible for listing on the NC Registry as a Nurse Assistant I. Students may find employment in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

**Medication Aide** This 24-hour course meets the training requirements necessary for current NC Nursing Assistants seeking certification as a NC Medication Aide. Students who successfully complete the course are eligible to take the Medication Aide Examination to qualify for listing on the North Carolina Medication Aide Registry. To find out more about certification, visit the N.C. Department of Health and Human Services website.

**Phlebotomy** This course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and are eligible to sit for a national certification with American Medical Technologists (AMT).

**Vehicle Safety/Vehicle Emissions Inspection Licensing** classes are required for licensing or certification to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law. Vehicle Safety and Emissions Certification and Recertification classes each consist of eight hours of training. Students must have a valid NC or SC driver's license to participate.

**Real Estate Pre-Licensing** is an 80-hour course that meets the educational requirement for the North Carolina Real Estate Broker License. It prepares students to pass the real estate broker examination administered by the NC Real Estate Commission (NCREC). Topics include basic real estate principles and practices, law and contracts, financing, closing, valuation, fair housing, property management, taxation and math. Additional topics include land use, insurance, real estate license laws, rules, and regulations.

**CNC Quick Start** prepares students to begin work in the machining industry as a CNC operator. The introductory course includes blueprint reading, measurement, basic and applied shop math, as well as an introduction to CNC lathe and mill. Throughout the course, students will be exposed to the shop and the equipment as they progress through each module and apply what they learn. Small class sizes give students the attention needed and allow for more hands-on application of the learned skills. Fees include books and materials, including safety glasses, measuring devices, calculator, and other miscellaneous items in a small personal toolbox.

**Mechatronics** is an exciting program which provides the novice and the experienced professional with the skills necessary to provide basic machine and systems maintenance, repair, and troubleshooting. Program topics include electronics and electricity, wiring, pneumatics, hydraulics, PLCs, motors and motor controls, pumps, and more.

**Welding Technology** provides a sound understanding of the science, technology, and applications, for successful employment in the welding and metal industries. Three 10-week classes prepare students to take the American Welding Society (AWS) certification exam.

**Autobody** classes are available for training in I-CAR, the largest certifying organization in the automotive repair field. Fifty different I-CAR Alliance classes are held on the L.L Polk Campus in Polkton. Students receive in-depth training in the classroom as well as hands-on training in the lab.

**Truck Driver Training** program offers extensive classroom as well as range and road driving to prepare students for a new career. The Commercial Driver's License (CDL) final test is administered at the conclusion of the course.

Additional opportunities may be found on the SPCC website, [www.spcc.edu](http://www.spcc.edu).

## PROTECTIVE SERVICES

The college offers continuous training to law enforcement personnel, emergency medical personnel, and fire fighters who provide protective and emergency services for their communities. These courses provide the opportunity to gain technical information and skills through a variety of technical and practical learning experiences which lead to certification in North Carolina. Law enforcement officers, paid and volunteer fire fighters, and certified Emergency Medical personnel are exempt from the tuition fee for Emergency Services Classes.

### Emergency Medical Technician (EMT)

The EMT provides pre-hospital emergency medical care and is a vital part of the health care team. Students who successfully complete the course will be qualified to take the state or national certification test for Emergency Medical Technician. Instructional time includes: ride-along hours, class work, and hands-on lab skills. Successful students are prepared for immediate employment in emergency services and may choose to go on to complete the Paramedic certification

### EMT Paramedic

The 12-month EMT-Paramedic course continues training in Emergency Services with focus on advanced skills and the administration of medication. Topics of study will include advanced cardiac and intubation techniques, understanding EKGs, and administration and interactions of medication. 1096 hours of training include clinical and ride-along time. Paramedic students must also complete a course in Anatomy & Physiology.

### EMS Bridge

The course of study provides the EMS Paramedic an opportunity to enhance learning already achieved through continuing education. Students progressing through the program may be eligible to apply for national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

The Emergency Medical Science Bridge Associate of Applied Science degree program is designed for individuals pursuing career enhancement in the emergency medical field.

**Firefighter Training**

Basic and continuing training for firefighters is provided through SPCC in cooperation with local municipal and volunteer departments. Students must be a member of a fire department to participate in training for firefighting.

Firefighter Certification classes start in January and end in December of each year. Students who successfully complete each class will be certified as a Firefighter II by the state of North Carolina. Throughout the year specialty classes are also conducted as they're requested by local departments.

Corporate safety training is available for local companies. Classes include but are not limited to CPR, Automatic External Defibrillator (AED), Basic First Aid, Fire Extinguishers, and Active Shooter Safety.

**In-Service Law Enforcement Training**

Continuing Education courses offered for certified law enforcement personnel are designed to help improve training as well as maintain state and national certifications. These courses are offered both as seated and on-line for agencies throughout the service area.

## PERSONAL INTEREST

A wide variety of personal interest classes are offered at SPCC. These classes are designed for personal enrichment and social engagement. Topics include but are not limited to Motorcycle Basic Rider, Photography, Yoga, Zumba, Line Dancing, Senior Aerobics, Jewelry Design, Social Media, Personal Web Design, and Vehicle Maintenance. Information on these courses and new offerings can be found on the SPCC website at [www.spcc.edu](http://www.spcc.edu).

## CORPORATE TRAINING

A major emphasis of the College is to assist industry in meeting its training needs. New employees can learn fundamental skills on the job and existing employees can be retrained. Because of the diversity of training needs, courses range from fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.

**Customized Training Program**

This program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. The Customized Training Program offers programs and training services to assist new and existing business and industry within the State to remain productive, profitable, and successful.

The program was developed in recognition of one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina – the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

**Purpose**

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the State while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

**Eligibility**

Those businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National



Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to U.S. military installations located in North Carolina. In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment.
- The business is deploying new technology.
- The business is creating new jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State.
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the College.

The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

## SMALL BUSINESS CENTER

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business. The Center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners. The Center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open during College operating hours.

**REAL (Rural Entrepreneurship through Action Learning)**, offered through the Small Business Center, is a hands-on course that develops entrepreneurial traits, knowledge, and skills. Participants are guided through the process of planning, creating, and operating a small business of their own design. REAL Enterprises is the nonprofit organization that supports high schools, colleges, and community-based organizations across the United States that offer REAL courses. The REAL course helps prepare small business owners for success as well as those already in business looking to expand or enhance their operations. Graduates have a better than 85% success rate. In a REAL class, participants learn to be entrepreneurs by doing the things that successful small business owners do with challenging and interesting cases, simulations, and videos.

## CONTINUING EDUCATION UNIT (CEU)

The Southern Association of Colleges and Schools Commission on Colleges, the accrediting body for South Piedmont Community College, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for student participation in noncredit courses and programs.

A CEU is defined as "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

### Course Criteria for Awarding a CEU

A course plan must include dates, times, and hours met; course description; course objectives; a topical outline; methods of evaluation (tests, attendance, etc.); instructional supplies and equipment needs; student supply needs; and the CEU value.

**Instructor Criteria for Awarding a CEU**

Competence in the subject matter must be illustrated by academic training which is supported by official transcripts and/or experiential documentation; by demonstration to the satisfaction of the program director of the competence of the instructor to teach the subject matter; and by demonstration to the satisfaction of the program director of the ability to communicate clearly.

**Records for CEUs**

At the completion of the CEU-awarding activity, the instructor or program director will indicate on the final roster the CEU status for each student. If students have met the pre-stated criteria for the class, an "S" for satisfactory completion will be indicated on this roster. This information will be recorded on the College's computerized records for permanent retrieval available to students upon request.

**Transcripts**

Students may receive a copy of a Continuing Education transcript by written request or by personally visiting the Registrar's Office, Students Services. An official South Piedmont Community College transcript will be issued and will contain the following information:

- Name and address of the College
- Student name and appropriate ID number
- Titles of all courses taken
- Start and completion dates of each course taken
- Number of CEUs awarded, if applicable
- Successful or unsuccessful assessment, if applicable

## **COLLEGE and CAREER READINESS**

The school of College and Career Readiness strives to assist each learner with the skills necessary to enter and thrive in today's workforce and/or higher education opportunities. Departments include: Adult Basic Skills, Human Resource Development, and Correctional Education Programs.

### **ADULT BASIC SKILLS (ABS)**

The mission of the Adult Basic Skills program is to provide meaningful and engaging academic opportunities for learners to progress in their academic and employability endeavors. Classes provide educational opportunities for learners 16 years of age and older to improve reading, writing, mathematics, and communication skills through specialized programs targeted to specific populations. These programs include:

#### **High School Equivalency**

#### **Adult High School**

#### **College and Career Transitions**

#### **English for Speakers of Other Languages**

#### **Compass Education**

Classes are free and open to adults living or working in Anson or Union counties and the surrounding area.

For enrollment purposes, placement testing and orientation sessions are generally held every two weeks on our Lockhart-Taylor Campus (Anson County) and our Old Charlotte Highway Campus (Union County). These sessions are required for entry into any of our Adult Basic Skills programs. Enrollment is available during the spring, summer, and fall semesters. To inquire about classes or enrollment, please call 704-290-5237 (Anson County) or 704-290-5243 (Union County).

### **Admission Requirements**

- Students must be 16 years of age to enroll.
- On-campus placement testing and orientation is required for all new and returning students.

### **Class Locations**

- Morning, afternoon, and evening classes are offered at our Old Charlotte Highway Campus in Monroe and at our Lockhart-Taylor Campus in Wadesboro.
- Off-campus community classes are offered in both Anson and Union counties. Please call 704-290-5237 (Anson County) or 704-290-5243 (Union County) for specific locations.

### **Fees**

- Instruction is provided free of charge to all eligible participants.
- Books and study materials are provided free of charge to all participants.
- Students interested in taking one of the High School Equivalency tests administered at SPCC will pay associated testing fees. Testing fees vary and are determined by GED® Testing Service (GED®) and by ETS® High School Equivalency Test (HiSET®). Testing fees are not required for enrollment in classes.
- Students in the Adult High School program will pay a \$10.00 diploma fee once all Adult High School credits have been completed.

### **High School Equivalency (HSE)**

The High School Equivalency program offers reading, writing, mathematics, critical thinking, and communication instruction to prepare learners to successfully pass either of the following nationally recognized high school equivalency assessments:

- GED® - A computer-based test offered through our Pearson Vue testing labs on our Old Charlotte Highway Campus (Union County) and our L.L. Polk Campus (Anson County). For more information regarding the GED® test, please visit [www.ged.com](http://www.ged.com).
- HiSET® - A paper-based test offered through our departmental testing administrators on our Old Charlotte Highway Campus (Union County) and our Lockhart-Taylor Campus (Anson County). For more information regarding the HiSET® test, please visit [www.hiset.ets.org](http://www.hiset.ets.org).

Upon completion of either HSE test, students will receive an HSE diploma issued from the state of North Carolina. For further information regarding HSE, please call 704-290-5237 (Anson County) or 704-290-5243 (Union County).

### **Adult High School (AHS)**

Adult High School is an Adult Basic Skills program in which students complete the individual credits necessary to fulfill the North Carolina Future-Ready Core diploma requirements. Students' high school transcripts are evaluated at program entry and credit is awarded for units previously earned. An individualized, competency-based program of study is designed for each student enrolled in the AHS program. Once the student completes all required credits, an AHS diploma will be awarded by SPCC in cooperation with the local public school system. For further information regarding the AHS program, please call 704-290-5813.

### **College and Career Transitions (CCT)**

College and Career Transitions is a comprehensive program for students interested in enrolling in college and/or continuing education courses while working towards a high school equivalency or adult high school diploma. For further information, please call 704-290-5262.

### **English for Speakers of Other Languages (ESOL)/ English Language Acquisition (ELA)**

The ESOL/ELA program provides academic opportunities for non-native English speakers who are learning to communicate in the English language. Leveled classes focus on improving conversation, reading, writing, and listening skills.

Students may also prepare for United States citizenship through our ESOL civics classes. Class content includes U.S. history and government, completing the N-400 application, and preparing for the USCIS oral interview. For further information regarding our ESOL/ELA program, please call 704-290-5248.

### **Compass Education**

Compass Education is an Adult Basic Skills program for adults with intellectual/developmental disabilities designed to provide the academic and soft skills necessary to transition to a higher level of education and/or employment. The focus of the program is to help learners reach their full potential as independent, self-directed adults. For further information, please call 704-290-5813.



## HUMAN RESOURCES DEVELOPMENT (HRD)

The Human Resources Development program is designed to educate and train students for success in the workplace. The primary objective of the training component is to help orient students to the world of work, appreciate the effects of their behavior on others, and develop the basic academic and communication skills prerequisite to obtaining and maintaining employment.

Class time is devoted to assessment of student assets and challenges; development of a positive self-concept; development of employability, communication, and problem-solving skills; and development of an awareness of the impact of information technology in the workplace. Students will study employer/employee relations, communication skills, pre-employment and job search skills, as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other programs or support services when necessary.

### Admission and Fees

The NC State Board of Community Colleges grants permission to waive tuition for HRD classes for individuals who meet one of the four (4) criteria listed below:

- Unemployed
- Have received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

To receive this waiver, students must verify they meet the criteria by completing and signing a Tuition and Fee Waiver Verification Form. If students do not sign the form or do not meet one of the four (4) criteria, payment of the HRD registration fee is required.



## BOARD OF TRUSTEES

### Appointed By / Term

Mr. Frank Aikmus .....	County Commission (Union) / 2015-2019
Union County Commissioner	
Mr. Christopher Duggan .....	County Commission (Union) / 2017-2021
President, The Duggan Law Firm	
Mr. John N. Hendley, Secretary .....	Board of Education (Union) / 2016-2020
Owner, Brewer-Hendley Oil Co., Inc.	
Mrs. Sherry Hodges .....	Governor / 2016-2020
Vice-President, Adler Construction Services	
Mr. Kenneth W. Horne, Jr., Vice Chair .....	County Commission (Anson) / 2016-2020
Retired Executive Vice President, Hornwood, Inc.	
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President, Union County Chamber of Commerce	
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Nurse Practitioner	
Mr. Harvey Leavitt .....	Board of Education (Anson) / 2017-2021
Owner, Leavitt Funeral Home	
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President and CEO, State Utility Contractors	
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Business Owner, Summerfield Automotive	
The Reverend Robert W. Wells .....	Governor / 2015-2019
Retired Reverend	
Mr. Jarvis T. Woodburn, Immediate Past Chair .....	County Commission (Anson) / 2014-2018
Retired Machine Shop Manager, Columbus McKinnon	
Ms. Mili Nguyen .....	Student Government Association, President / 2018-2019
South Piedmont Community College	

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